



**DoD 5120.20-R,
Appendix F**

**Armed Forces Radio
and
Television Service
(AFRTS)
Program Materials**

January 1991

**The Office of the
Assistant Secretary of Defense
(Public Affairs)**



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CHAPTER 1

GENERAL INFORMATION

1-100 INTRODUCTION

1. This appendix is a restatement and amplification of Armed Forces Radio and Television Service (AFRTS) operational policy from DoD Regulation 5120.20-R, February 1988, and is issued to **provide** specific guidance to AFRTS outlets.

2. Cancellation: This publication cancels and supersedes the April 1985 edition of AFRTS-PC DP-1.

3. Reference: This publication is referenced by its short title: "5120.20-R APPENDIX F - AFRTS Program Materials."

4. Purpose: This publication prescribes programming policy, distribution procedures, and methods for **handling the** program materials provided by the Armed Forces Radio And Television Service Broadcast Center (AFRTS-BC), Sun Valley, California.

5. Retention and Compliance: AFRTS full-service outlets, ashore and afloat, will retain at least two copies of this publication and comply with its provisions. Failure to comply with the policies and procedures contained in 5120.20-R Appendix F may result in loss of AFRTS services.

6. Revision: Changes may be issued from time to time to update and correct Appendix F. These changes will be sent via **AUTODIN** message. Message changes will be numbered according to the issue number and year. (*i.e.* 1-91, the first message change of 1991). Publication holders will make pen and ink changes to the document and maintain a record file of the messages. Periodically, change pages will also be issued. These pages must be posted promptly to ensure an up-to-date copy of 5120.20-R, Appendix F is available at all times.

7. Distribution: Initial distribution of this publication is two copies for each Military Broadcasting Service, Broadcasting Squadron, Network Headquarters, and AFRTS outlet; and one copy for each requestor on an authorized distribution list. Requests to be placed on this list should be made to the Commander, AFRTS-BC, through the appropriate Military Broadcasting Service chain. Additional copies may be requested at any time from the Commander, AFRTS-BC.

1-101 DEFINITIONS

1. AFRTS Program Materials:

a. Audiocassettes, audiotapes and videocassettes, slides and program aids distributed by AFRTS-BC for use by AFRTS outlets and networks.

b. In addition, AFRTS-BC provides radio and television program materials through the AFRTS Satellite Network (SATNET); the Armed Forces Satellite-Transmitted Radio Service (AFSTRS); and AFRTS-BC Affiliate Information Network (AIN) teletype service. Detailed identification of program materials available from AFRTS-BC is contained in chapters 2, 3, 4, and 5.

2. AFSTRS:

The Armed Forces Satellite-Transmitted Radio Service, delivering a 3 kHz signal of the AFRTS Radio Broadcast Service to authorized outlets ashore and afloat via International Maritime Satellite (INMARSAT) transmission.

3. Area of Responsibility (AOR):

A geographic service area assigned to a Circuit Manager or to an individual Navy Broadcasting Service **SATNET** Duplication Facility (DUPFAC). The DUPFAC assigned a specific AOR starts and/or stops **SATNET** DUPFAC service to U.S. Navy ships as they operate in or transit through that AOR.

4. Circuit (noun):

One of a number of **network/outlet** groups receiving the same weekly **package** of program material units on a sequential basis from AFRTS-BC or the preceding **network/outlet** via mail or military delivery systems.

5. Circuit (verb):

Distributing weekly units of program material by mail or military delivery systems from AFRTS-BC to an individual outlet or groups of **networks/outlets** and return to AFRTS-BC as directed by a Circuit Manager. The weekly movement of program units through all circuits is in strict, directed sequential order.

6. Circuit Manager:

a. A command designated to manage program circuits within a particular AOR.

b. The individual designated by the command as accountable for day-to-day circuit management to that command.

7. Distribute:

Delivering program materials to authorized users from AFRTS-BC or **AFRTS** outlets by mail or electronic means, including over-the-air broadcast, satellite circuits, microwave transmissions, and cable.

8. Duolication Facility (DUPFAC):

An AFRTS outlet or other organization authorized to record and duplicate programming from the AFRTS **SATNET** feed, and to distribute that programming to other AFRTS outlets via accountable videocassette copies.

9. Full-Service TV Outlet:

A land-based outlet with dedicated AFRTS manning receiving primary television programming sources from the Broadcast Center (to include **SATNET**, Television Weekly (TW), Television Library (TL) packages, and other television materials as listed in Chapter 4); or an afloat outlet with dedicated AFRTS manning whose primary television programming is the Television Weekly "B" (TWB) package.

10. Geographic Area Manager (GAM):

See DoD 5120.20-R, Appendix B for a definition and discussion of **GAMs**.

11. Geographic Area of Responsibility (GAR):

See DoD 5120.20-R, Appendix B for a definition and discussion of **GARS**.

12. Independent Outlet:

An AFRTS outlet not part of an authorized, physical network.

13. Information Spot Announcements:

Broadcast productions, generally 28 or 58 seconds in length, that deliver a single message targeted to DoD personnel and their family members to inform and/or motivate them about DoD-related or public service topics and events.

14. Lead Station/Outlet:

The first outlet on a program package circuit.

15. License:

Terms of use as outlined in the government contract or gratis agreement specifying criteria and procedures as they apply to the receipt, distribution, presentation, number of airings, return, payment, length of broadcast rights, or other elements mutually acceptable to both program **owners/distributors** and AFRTS-BC.

16. Mini-TV outlet:

An AFRTS land-based outlet whose primary television program sources are the Television Weekly "C" (TWC) and Television Priority "A" (TPA) packages. Specific operational policies and procedures for Mini-TV outlets can be found in DOD 5120.20-R Appendix G, AFRTS Mini-TV Handbook.

17. Net Alert System (NAS):

A one-way text communications system from AFRTS-BC that is integrated into **SATNET** transmissions to provide scheduling and other operational short-notice information to full-service AFRTS outlets receiving the **SATNET** signal. AFRTS unmanned (TV Receive Only [TVRO]) affiliates do not receive NAS.

18. Off-line:

The recording of approved radio or television program material from network, satellite or other transmissions using AFRTS equipment.

19. Package:

A group of programs, identified by a package designator (i.e. TW, RL) intended to fill a specific programming requirement.

20. SATNET:

The AFRTS Satellite Network delivery system providing radio and television program materials and NAS to AFRTS outlets and DUPFACS where downlinks have been authorized. AFRTS unmanned (TV Receive Only [TVRO]) affiliates do **not** receive NAS.

21. Transmit:

To disseminate by radiation of a U.S. broadcast standard signal (for television **NTSC/60**) program material from a central broadcast facility to the listeners and/or viewers in a specified

overseas coverage area. These areas are usually limited to military installations and nearby housing communities for Department of Defense personnel and their family members.

22. Unit:

A shipping increment of a programming package identified by the package designator and abbreviation for the week or sequence in which the unit was shipped (i.e. TW 20-2, RL 15-3 [See section 6-100 for more information]).

23. Un-manned Outlet:

An organization without dedicated AFRTS resources, usually in a remote and isolated location, authorized to receive AFRTS programming via SATNET, AFSTRS, or both.

1-102 AUTHORIZED AFRTS OUTLETS

1. AFRTS program materials will be provided only to authorized AFRTS outlets for their exclusive use.

2. Requests for authorization to receive AFRTS program service will be made to the Director, AFIS, through appropriate Military Broadcasting Service channels. Procedures for making these requests are contained in DoD Regulation 5120.20-R and in implementing regulations issued by each of the military services.

3. Once authority is received and start-up funds are provided to AFRTS-BC, the respective Military Broadcasting Service will coordinate the start of program service directly with AFRTS-BC. The request must be submitted well in advance of the planned on-air date. Ships will forward requests for program service through the appropriate fleet circuit manager.

4. Requests for a change in program services to existing AFRTS outlets will be made to the Director, AFIS, through appropriate Military Broadcasting Service channels. Mini-TV outlets and ships will forward such requests through the appropriate Circuit Manager.

5. Notification that an AFRTS outlet will be disestablished or that a particular service should be permanently suspended must be passed to AFIS through the appropriate Military Broadcasting Service channels. The procedures for making this notification are contained in DoD Regulation 5120.20-R and in implementing instructions issued by each of the military services. Mini-TV outlets and ships will forward this notification through the appropriate Circuit Manager. When notification of AFIS concurrence has been received by AFRTS-BC, disposition

instructions will be provided for all AFRTS material held by the outlet.

1-103 RESPONSIBILITIES.

1. AFRTS-BC is responsible for:

a. Negotiating for and acquiring all AFRTS program materials.

b. Performing production and/or post-production on acquired program materials to ensure broadcast quality standards, remove commercial announcements, insert information spot announcements, and identify host-country sensitivities and other program content requiring advisories to outlets.

c. Distributing AFRTS program materials to authorized outlets, providing direction for their handling and use, and suggesting appropriate scheduling of programs.

d. Maintaining circuit discipline as the circuit manager for full-service land circuits, and providing other circuit managers with general policy guidance on circuit discipline.

e. Monitoring the shipment, receipt, return, and/or disposition of all program materials.

f. Determining final disposition for all AFRTS program materials.

2. Circuit Managers are responsible for:

a. Exercising positive control over handling of AFRTS program materials by outlets within their AOR.

b. Monitoring the flow of program units and maintaining circuit discipline on circuits under their control.

c. Submitting reports as required by AFRTS-BC or higher authorities.

3. AFRTS outlets are responsible for:

a. Receiving, inventorying, handling, safeguarding, airing, and shipping AFRTS program materials in accordance with this publication and with supporting instructions issued by the appropriate Military Broadcasting Service, Broadcasting Squadron, Network Headquarters, and/or Circuit Manager.

b. Requesting new program service, coordinating program service interruptions or modifications, or disestablishment of

service in accordance with DoD Regulation 5120.20-R and supporting service regulations.

c. Submitting reports as required by the appropriate Circuit Manager, AFRTS-BC, and other authorities.

1-104 ACQUISITION OF PROGRAMMING

1. AFRTS-BC is the only source authorized to negotiate for, acquire, and distribute AFRTS program materials.

2. No outlet, network, Circuit Manager or command shall **air/broadcast/playback** any radio **and/or** television program materials or program aids which have been procured from a source other than AFRTS-BC. (See subsection 1-113.5.) Authorized exceptions to this policy are news wire services, including news copy, recorded actualities, photographs, and news clips procured with local funds. Locally-produced material or material produced by other authorized military or government sources to meet internal information requirements may also be used. Requests for exceptions, **e.g.**, customized jingles, TV production effects, etc., shall be submitted to AFRTS-BC through appropriate military channels.

1-105 CUSTODY AND PROTECTION OF PROGRAM MATERIALS

1. AFRTS program materials must be protected in accordance with U.S. law and the regulations of the Department of Defense prohibiting unauthorized use.

2. Program materials are under the custodianship of DoD, and will be used only for presentation by approved AFRTS outlets. The materials must be stored in secured areas; protected against loss, theft, **damage**, **unauthorized** duplication, distribution, or use; and properly accounted for at all times.

3. It is the policy of the Department of Defense to enforce regulations, to protect the integrity of the United States Government in honoring contracts and agreements with the U.S. broadcasting industry, and to prosecute violators. Civilian personnel are subject to prosecution under the U.S. Civil Code, and military personnel are subject to prosecution under the Uniform Code of Military Justice for violations of applicable laws and regulations.

1-106 PROGRAMMING POLICY

1. Radio and television programming intended for use by AFRTS outlets is selected by AFRTS-BC to meet the diverse needs, interests and tastes of Department of Defense personnel and their families stationed outside the contiguous United States.

Particular attention is directed toward providing programming which is representative of programs currently being aired over commercial and public broadcast facilities in the United States and/or is widely available to the U. S. public on national cable networks.

2. AFRTS programming is decommercialized and reviewed in accordance with directives and policies of the Department of Defense. Local networks and outlets will not alter program materials except where content violates official host-country sensitivities. Local editing or deletion of AFRTS program materials is authorized only in specific instances as set forth in paragraphs 1-108.2.d. and e.

3. Information programming is selected from news, public affairs, special events, documentary, and general information presentations originated by commercial or public broadcasters, U. S. cable networks, the American Forces Information Service, the Military Departments, or other government and public service agencies.

4. Religious programming and religious spot announcements distributed by AFRTS-BC are approved solely by the Armed Forces Chaplains Board. Religious spots are provided to AFRTS outlets for local scheduling as needed; they are not inserted into programs distributed by AFRTS-BC.

5. Audience **questionnaires/studies** conducted by AFRTS outlets, AFRTS-BC Program Index Cards and Mini-TV Program Surveys are vital to AFRTS-BC in reaching programming decisions.

a. All AFRTS outlets will forward one copy of any station audience **study/questionnaire**, with results, to AFRTS-BC-DOP. -

b. Outlet Managers and Mini-TV Controllers are required to return to AFRTS-BC-DOP one signed copy of the Program Index Cards within the time frame specified.

6. Programming suggestions may be forwarded directly to the Commander, AFRTS-BC, at any time.

1-107 SENSITIVE PROGRAM MATERIALS

To assist outlets in identifying and reviewing specific radio and television program materials in a particular unit which may contain subject matter dealing with a potential official **host-country sensitivity**, an unclassified AFRTS-BC message is sent to the individual outlets affected notifying them of the program and time within the program where the potential sensitivity occurs. The subject of this message is "Sensitivity Alert" (formerly

"Special Report 2"). When a television program contains a potential host-country sensitivity, a key word or phrase identifying the potentially-sensitive subject is noted in capital letters in that unit's Tele-Tips program synopsis. The information contained in the message or publication is for guidance only. Conformance to U.S. policy concerning host-country sensitivities contained within AFRTS programming in a specific geographic area is accomplished by the local commander in coordination with the U.S. Embassy (Country Team). (Also see subparagraph 5-106.2.6.(4).)

1-108 DISTRIBUTION AND USE OF AFRTS PROGRAM MATERIALS

1. Distribution:

AFRTS program materials are distributed by AFRTS-BC and various duplication contractors as program units using the following methods:

a. The primary method for distributing weekly entertainment program materials from AFRTS-BC is via the U.S. Postal Service and APO/FPO mail service. Materials distributed by mail include program packages called RPL, RL, RU, 40-C, RT, FML, FMP, FMR and RM for radio; and TW, TWB, TWC, TPA, and TM for television. See Chapter 3 for a complete description of the radio program packages, and Chapter 4 for a complete description of the television program packages.

b. The primary method for distributing time-sensitive radio and television program materials is via the AFRTS Satellite Network (SATNET) and the Armed Forces Satellite-Transmitted Radio Service (AFSTRS).

c. Certain AFRTS locations (DUPFACS) have been authorized to duplicate and distribute SATNET programming to AFRTS outlets within their AOR.

2. Duplication of Program Materials:

AFRTS program materials may not be duplicated for any purpose unless previously authorized by AFRTS-BC-DOP or excepted below. The same security measures apply to duplicate copies as to original materials. The following are authorized exceptions:

a. Entertainment program materials furnished by AFRTS-BC are intended for use only during the same week a particular program unit is scheduled for use by that outlet. They may be taped for short-term delayed broadcast by an outlet, or duplicated for use by other AFRTS outlets only when authorized in advance by AFRTS-BC. AFRTS outlets must request approval from AFRTS-BC-DOP, and include a full justification in their request.

Outlets will inform their chain of command of such requests. When concurrence from the rights-holder (copyright or distribution rights) is required, AFRTS-BC will request approval if outlet needs are fully justified. For television, all duplicate copies must be made on AFRTS blue-shell videocassettes.

b. Program Materials distributed by **SATNET** and AFSTRS may be taped for delayed broadcast within the same AFRTS outlet. Taped copies will be erased as soon as operational requirements are met. None will be retained more than seven days without authority or instructions from AFRTS-BC.

c. **SATNET** DUPFACs are authorized to duplicate **SATNET**-distributed program materials for authorized AFRTS outlets in their AOR. DUPFACs will produce only the number of copies sufficient to serve those outlets, and will erase any excess copies. DUPFACs will manage the distribution and return of all duplicated program materials as provided in Chapter 5 of this appendix. **SATNET** program materials may be duplicated only on AFRTS blue-shell videocassettes bearing the red **SATNET** label. (Supplies of these labels are available from AFRTS-BC upon request.)

d. When the Country Team has determined it is necessary to remove official host-country sensitivities from entertainment programming, AFRTS outlets are authorized to reproduce (dub) the original program to facilitate editing. The outlet may edit only the copy of the program, not the program in the AFRTS program unit. Such edited copies will be erased immediately after airing. AFIS, AFRTS-BC, the parent Broadcasting Service, and the Unified and/or Specified Command Public Affairs representatives will be notified when deletions to programs are made. News programs may not be edited to remove sensitivities; if a sensitivity exists, the program must be cancelled in its entirety.

e. AFRTS outlets may excerpt individual musical recordings from AFRTS radio program materials only for continuing local AFRTS use. They may not excerpt individual musical recordings, videos, or other segments from television programs without specific authorization from AFRTS-BC.

f. TW fillers, TL music videos, and TL cartoons may be duplicated to facilitate sequencing and on-air playback. TL **submasters** may be retained as long as the TL originals. TW filler submasters will be erased after use of the TW units from which they were duplicated.

g. Radio Library (RL) and FM Library (FML) materials may be duplicated for in-house-use to protect original discs or tapes. Copies must be erased when no longer required.

3. Authorized Use:

a. AFRTS program materials are acquired, produced, duplicated, and distributed for the exclusive use of authorized AFRTS outlets. AFRTS program materials will be used only for approved AFRTS purposes. Compliance with any restrictions governing the use of program materials is mandatory.

b. AFRTS program materials and/or **audio/video** recordings of these materials will not be used:

(1) **On** foreign or domestic commercial, private, or non-AFRTS government-owned broadcasting stations or cable systems without specific authority from the Director, AFIS;

(2) In any program originating from a military installation and broadcast or cablecast by a commercial, private, or non-AFRTS government-owned station;

(3) At any presentation, performance, dance, party, or similar activity;

(4) For commercial purposes;

(5) In any manner that would constitute competition with, or otherwise be detrimental to, commercial artists, copyright owners, or other private interests competitive in nature;

(6) For direct non-broadcast viewing, except for previewing by authorized personnel;

(7) Aboard ships within range of U.S. commercial stations broadcasting stateside programs.

1-109 RESTRICTED PROGRAM MATERIALS

Certain programs distributed by AFRTS-BC are restricted from use at designated AFRTS outlets when the right to broadcast has been withheld by the copyright owners or others who legally control distribution of the program materials. Outlets affected are notified of restrictions by NAS advisory, message, letter, the Television Restrictions List (Form 189) accompanying the TW unit packing list, and/or on the face of the packing list itself.

1-110 QUALITY ASSURANCE

1. To assure acceptability, AFRTS-BC requires duplication contractors to monitor and inspect samples of their program materials prior to shipment.

2. Field reports of product discrepancies noted in program material received are a necessary adjunct to this quality assurance system. Procedures for reporting such discrepancies are given in sections 3-101, 4-104, 6-105, 6-106, and 6-107.

1-111 SCHEDULING

1. Except for library materials, program units are intended for use within a given week as set forth in distribution schedules. These weekly units will not be broken apart for use over longer periods. (Programs will not be removed from units unless specifically authorized by AFRTS-BC.)

2. Each network or outlet is responsible for its own program scheduling and is expected to schedule materials in accordance with generally-accepted programming practices, considering the needs and requirements of the local command. As aids to outlet managers, AFRTS-BC publishes suggested TV program schedules and upcoming TV program changes in Tele-Tips and provides quarterly projections of radio and television programming. These projections are always subject to change.

3. Outlets shall adhere to AFIS broadcast policy which mandates that overseas DoD personnel and their families are entitled to the same type of information and entertainment programming as their fellow citizens in the United States.

4. Timely information programs provided in priority packages (TPA) are intended for **broadcast/viewing** in the local equivalent of prime time. Requests for exceptions to this requirement must be submitted through channels to the Director, AFIS. This policy does not apply to sports or entertainment programs in those packages. Information programs provided in TPA will previously have been **distributed** via SATNET.

1-112 PROGRAM SERVICE INTERRUPTIONS

1. Outlets will report equipment **failure(s)** resulting in total or partial inability to use programming for 14 days or more (**e.g.**, failure of tape or cassette player, audio control board, transmitter, etc.). Ships and Mini-TV outlets should report the outage to the appropriate **Circuit Manager**, who will recommend appropriate action to **AFRTS-BC/FLO** or **AFRTS-BC/DOP** respectively. All other outlets will report to AFRTS-BC through their respective **Broadcasting Service** headquarters. When repairs have been completed, **AFRTS-BC/DOP** or **AFRTS-BC/FLO** and the appropriate Circuit Managers and Broadcasting Service headquarters will be notified promptly.

2. Navy circuit Managers will request suspension of program services for ships returning to homeports or maintenance ship

yards in the United States. Library shipments such as FML units, RL units, news slides, and information spot announcement materials normally will continue, but use of these materials is not authorized in the U.S. [See subparagraph **1-108.3.b.(7)**]. Prior to the next extended **underway** period, a request to resume other program services must be forwarded as outlined in subsection 1-102.3.

1-113 COMMUNICATIONS WITHIN THE AFRTS SYSTEM

1. Direct communication is authorized between land-based AFRTS outlets, Circuit Managers, and AFRTS-BC on routine program matters. This direct link is authorized to expedite the resolution of missing, damaged, or delayed program materials. Information copies of communications concerning these subjects should be provided to appropriate command levels. Communications of this type for ships and Mini-TV outlets is to be channeled through the appropriate Circuit Manager in order to ensure that proper coordination is accomplished.

2. Communication concerning establishment or disestablishment of an AFRTS outlet, or **starting/stopping** AFRTS-BC program services will be handled as indicated in section 1-102.

3. Direct communication between AFRTS outlets is encouraged as a means of expediting the movement and handling of AFRTS-BC shipments.

4. Requests for information on removing program restrictions and **comments/complaints** about programming or program content are matters open for direct communication with AFRTS-BC. Information copies of communications concerning these subjects should be provided to appropriate command levels. Other subjects not defined above or elsewhere in this publication should be routed through appropriate channels.

5. Outlets, Networks, or Circuit Managers are not authorized to discuss program procurement, clearance, or restrictions with commercial interests, whether in the United States or overseas, without specific prior approval from the Commander, AFRTS-BC. (See section 1-104 and DoD 5120.20-R).

1-114 SATELLITE USE

Domestic and international satellites are used on a continuous basis by AFRTS for radio and television programming. Specific information on AFRTS-BC satellite services, including **SATNET**, is detailed in Chapter 5.

1-115 RADIO AND TELEVISION PROGRAM SCHEDULES

1. Each AFRTS Radio and Television Network and/or Station that develops an independent program schedule is required to send two copies of a published schedule monthly to AFRTS-BC-DOP, 10888 La Tuna Canyon Road, Sun Valley, CA 91352-2098.

2. When AFRTS Radio or Television outlets aboard ships publish a local radio or television program schedule, two copies are to be sent monthly to AFRTS-BC-DOP, 10888 La Tuna Canyon Road, Sun Valley, CA 91352-2098.

3. Outlets submitting radio and television schedules must indicate what program units are represented on the schedule. This can be accomplished by use of a cover letter or simply by writing the unit numbers on the schedule.

CHAPTER 2

AFRTS SPOT ANNOUNCEMENTS AND INFORMATION PROGRAM MATERIALS

2-100 GENERAL

1. AFIS, in coordination with the Military Departments, develops policy and issues guidelines governing the acquisition and use of spot announcements and information program materials..

2. As with most other programming distributed by AFRTS-BC, the owners and suppliers of spot announcements and information program materials impose legal restrictions on their usage and retention by AFRTS. The government rarely secures unlimited rights for any type of programming. This includes material purchased under government contract. For example, spot announcements created especially for AFRTS and paid for by AFIS carry contractual stipulations as to where they may be used and for how long. The government purchase of unlimited rights for such programming would be cost prohibitive.

2-101 AFRTS SPOT ANNOUNCEMENTS

1. Spot announcements are one of the primary means of delivering internal information to the AFRTS audience. They usually are 60-seconds or less in length and are designed for uninterrupted presentation during and/or between AFRTS programs. No matter what their source, all spot announcements are subject to the general policy guidelines developed and published by AFIS.

2. AFIS, through the Radio & Television Production Office (RTPO), is the sole releasing authority for all spot announcements used within the AFRTS system, except for those classified as "outlet" spots. AFIS/RTPO is the only activity authorized to release spot announcements distributed by AFRTS-BC, or any spot that originates from a stateside source. This includes spots produced by or for the Military Departments. AFIS/RTPO is also the only activity within the AFRTS system authorized to initiate government contracts for the creation of spot announcements.

3. No spot announcement released by AFIS/RTPO and distributed by AFRTS-BC may be edited or altered in any manner without specific written permission from AFIS/RTPO. This prohibition includes the excerpting or lifting of any portion of a spot announcement for use in another production.

4. There are various classifications of AFRTS spot announcements and specific parameters. They include:

a. Contract spot:

A radio or television spot announcement created by a civilian enterprise entity under a government contract with **AFIS/RTPO**. Contract radio spots include both produced and announcer copy spots (see below).

b. Announcer Copy spot:

A radio script designed primarily to be read by disc jockeys in the private sector who record radio entertainment programs under government contract with AFRTS-BC. Virtually all announcer copy scripts are created by one or more civilian enterprise entities under government contract with **AFIS/RTPO**.

c. Public Service Announcement (PSA) spot:

A broad classification that includes most of the spots distributed by AFRTS-BC other than those produced under a government contract with **AFIS/RTPO**. (For purposes of clarity, PSA spots as used here refer to spots created or made available by stateside sources. They do not refer to "outlet" spots described elsewhere in this section.) PSA spots are divided into two general types -- those received from U.S. Government sources including DoD elements, and those received from all other stateside sources including state and local governmental jurisdictions, and public and private organizations.

AFIS/RTPO accepts and releases only those PSAs that meet the policy requirements of the DoD Internal Information Program and that are valid for presentation overseas.

(1) Only PSAs released by **AFIS/RTPO** and distributed by AFRTS-BC are authorized for use by AFRTS outlets. Should an AFRTS outlet receive any PSA spot directly from a source other than AFRTS-BC, the PSA should be held by the outlet and **AFIS/RTPO** contacted for guidance. Even if a PSA is delivered to an outlet by a local source (e.g. a local Boy Scout official or a local DoD office), it is not authorized for use. None of the foregoing is meant to prohibit the immediate use of spot announcements that meet the definition and requirements of an "outlet" spot (see paragraph 2-101.4.g.). Unless there is a question about policy, such "outlet" spot announcements may be used without prior review by **AFIS/RTPO**.

d. Religious spot:

A radio or television PSA that has been reviewed and approved by the Armed Forces Chaplains Board (AFCB) and by **AFIS/RTPO**. All religious spots must meet the policy guidelines of the AFCB which mandate, among other requirements, that a spot

carry a pluralistic message suitable for audiences of all faiths. Spots approved by the AFCB are then considered by AFIS/RTPO for final approval and release. Religious spots are not inserted into any programming distributed by AFRTS-BC. Normally, these spots are provided by AFRTS-BC only on Information Cassette (videocassette) and Information Disc (audiocassette) as part of periodic shipments of individual spots to AFRTS outlets.

(1) Religious spots are to be carefully scheduled by each outlet in appropriate **dayparts** and should not be overused.

e. OCFC spot:

A radio or television PSA distributed to selected outlets by AFRTS-BC, designed to be used only during the current DoD Overseas Combined Federal Campaign (OCFC) period. OCFC spots may also be inserted by AFRTS-BC into **SATNET** radio and television programming.

(1) Outlets are required to destroy or erase all OCFC spots after the current campaign and to file a utilization report with **AFIS/RTPO**.

f. Agency spot:

A radio or television PSA supplied by an agency or organization that participates in the DoD OCFC. Agency spots are distributed by AFRTS-BC only within radio and television programming delivered by **SATNET**, and on Information Cassette and Information Disc. All such spots are embargoed during the official OCFC campaign period. For this reason, Agency spots are listed separately in the AFRTS spot inventory. (1) Outlets must ensure that Agency spots are not programmed locally from Information Cassettes or Discs during the OCFC campaign period.

g. Outlet spot:

A radio or television spot announcement created by an AFRTS outlet, a Regional Production Center, or another local-theater resource. Outlet spots support local, regional, or theater-wide **command** information requirements. Rather than duplicating the worldwide themes and approaches used in spots released by **AFIS/RTPO**, outlet spots are designed to present more specific information using localized visual and aural references. Where **AFIS/RTPO** spots normally are valid for all geographic locations and for all Military Services, outlet spots serve a limited and more select audience.

5. Information Swot Announcement Subjects

The current AFIS Subjects (Categories) for spot announcements are:

1	AFRTS	22	Physical Fitness - Agency
2	Almanac	23	Quality of Life
3	American History Series	24	Religion
4	Americana	25	Retention - DoD
5	Conservation/Environment	26	Retention - USA
6	Consumer Information	27	Retention - USAF
7	Education	28	Retention - USMC
8	Health	29	Retention - USN
9	Health - Agency	30	Safety - General
10	Host Nation	31	Safety - Vehicle
11	Human Relations	32	Seasonal
12	Hypertension	33	Security
13	Hypertension - Agency	34	Standards of Conduct
14	Intoxicated Driving	35	Stress
15	Legal Affairs	36	Stress - Agency
16	Military Exchanges	37	Substance Abuse
17	Military Heritage	38	Substance Abuse - Agency
18	Nutrition	39	Support Agencies
19	Nutrition - Agency	40	Tobacco
20	Personal Affairs	41	Tobacco - Agency
21	Physical Fitness	42	Voting

2-102 AFRTS-BC FILLERS

AFRTS-BC television fillers are brief visual "snapshots" that are thematic but have no unfolding story line. AFIS/RTPO acquires these fillers **under** government contract. They are used by AFRTS-BC to reduce the number of AFRTS spot announcements required during the real-time transmission of SATNET programming, and to fill selected TW/TWB/TWC prime time programming to 00:28:30 and 00:58:30 (refer to Tele-Tips for filler placement identification).

2-103 ARMED FORCES DIGEST (AFD)

Armed Forces Digest is a component of AFIS charged with providing outlets with internal information from the DoD perspective. AFD products are directed to all audience members.

1. Television:

AFD produces a weekly news feed designed for use by outlets in local news programming. Each weekly feed contains several stories detailing DoD policies, initiatives, events, equipment, or general military information. The stories usually are one and one-half to two minutes in length and include suggested studio intros and outros. Outlets should make maximum use of AFD feeds to ensure their audience is informed of the latest DoD information.

2. Radio:

The AFD radio production is a five-minute news program designed for outlet use either within local news blocks or as a stand-alone news program. The program is produced five days a week and contains from three to five DoD stories. Each program comes complete-with open, close, and theme music.

2-104 NEWS/PROMO WEEKLY SLIDE SERVICE

1. Many AFRTS full-service television outlets receive the **News/Promo** Weekly Slide Service, containing 12 news and **sports-**worthy photo and graphic subjects, and one AFRTS TV program promo slide. The **news/sports** slides are of persons, things, and places or events of national and international news interest.

2. The weekly slide service package includes 13 2" x 2" slides; corresponding 3" x 5" alphabetical index cards for each slide; one caption sheet; and one top-loading 9" x 11" flexible vinyl slide holder.

3. All news, sports, and regular graphics slides are available in these subject placement formats:

- a. All centered
- b. All subjects left
- c. All subjects right
- d. News **left/sports** right
- e. News **right/sports** left

4. All AFRTS promo slides are provided in an ALL CENTERED format only. Outlets desiring to change their current subject placement format may do so at any time. Notify the AFRTS-BC Internal Information Manager stating the desired format change to one of those listed above. At the next available order date, individual subject placement requirements will be adjusted.

5. Outlets may use all, some, or none of the weekly slides and promos. If at any time the slide service is no longer required by an outlet, the outlet should request termination of the service through its parent Broadcasting Service.

6. Outlets desiring to initiate the weekly slide service may do so by forwarding their request through normal channels to their parent Broadcasting Service. In the request, stipulate the required subject placement format (see subsection 2-105.3.).

7. Slide service materials are non-accountable; however, a well-established slide library ready for disposal at one outlet may be a valuable programming asset at another outlet. Outlets should notify AFRTS-BC, through the parent Broadcasting Service, of their intent to dispose of the slide library. In the notification, state the subject placement format, size, and condition of the available slide inventory and index cards. AFRTS-BC will then coordinate action to find a gaining outlet. If successful, AFRTS-BC will coordinate transfer and shipping instructions between the gaining and losing outlets. If no gaining outlet is found, AFRTS-BC will authorize local disposition of the slide library, and the materials should be disposed of as soon thereafter as possible.

2-105 NEWS SLIDE REPLENISHING SERVICE

1. As a complementary service to the weekly News Slide Service, AFRTS-BC affords all current outlet slide service subscribers the opportunity to expand or replenish their existing slide libraries once every two years (during odd-numbered years). Special ordering information packets are provided directly to individual outlets by AFRTS-BC.

2. The special order packets contain the following material:

- a. One Basic Library Catalog (**news/maps**).
- b. One Sports Library Catalog.
- c. One Basic Library Order Blank (white).
- d. One Sports Library Order Blank (yellow).

3. A total of 100 slides may be ordered from the two catalogs by each outlet. For example, if 75 BASIC slides are ordered, an outlet may also order 25 SPORTS slides. Outlets are not required to order 100 slides if fewer slides will do.

2-106 NATIONAL ANTHEM

1. AFIS periodically obtains new versions of "The Star Spangled Banner" for use by AFRTS outlets during **sign-on/sign-off** or at other appropriate times. When received, AFRTS-BC will distribute them to outlets as RM or TM units.

2-107 DISTRIBUTION WITHIN AFRTS-BC PROGRAMMING

1. Spot Announcements:

AFRTS-BC inserts spot announcements within programming released as program units as well as within programming transmitted in real time by **SATNET**.

a. Pre-recorded programs that would normally contain commercial announcements will contain an average of two spot announcements per half-hour of program time, or three spot announcements per hour of program time. TPA sports events will contain a minimum of **four minutes** of spot announcements per one hour of program time.

b. **SATNET** television programs for the most part require the removal of commercials "on the fly" and their replacement with AFRTS Spot Announcements and/or AFRTS-BC fillers. The specific details on the use of spot announcements within **SATNET** television programming can be found in Chapter 5. No attempt is made to remove commercial "billboard"-type announcements such as those during sports events (e.g. "Today's game is brought to you by...") since to do so would interrupt telecast continuity.

c. Spot announcements in most radio programming distributed by **SATNET** and AFSTRS are inserted to replace commercials on a one-for-one basis. Sports events will contain a minimum of **four minutes** of spot announcements per hour of program

time. In addition to spot announcements, AFRTS-BC inserts recently-recorded one-minute news summaries and sports news updates periodically during radio sports events. Since radio play-by-play announcers make frequent use of "throw-away"-type commercial plugs during the running play-by-play, it is impossible for AFRTS-BC to delete them all without irritating interruptions to the game's description.

d. Television spot announcements are listed in Tele-Tips by category, topic, spot ID number, location in a program, and length. The presence of any potential host-country sensitivity in a spot announcement will not be identified in Tele-Tips as is done for program content (see section 1-107). Outlets should notify AFIS/RTPO of any spot content that seems to violate their official host country sensitivity list. Final determination and required action will be made by AFIS/RTPO on a spot-by-spot basis.

e. Spot announcements featuring timely topics, such as voting and IRS tax guidelines, along with certain holiday and seasonal topics, are given special scheduling emphasis in radio and television programming distributed by SATNET and AFSTRS.

2. AFRTS-BC Fillers:

AFRTS-BC inserts television fillers within some SATNET programming. Fillers normally are inserted into longer commercial breaks (of two-and-one-half minutes or more) and usually follow two internal information spot announcements. They are also used alone to cover the entire commercial break (regardless of length) during SATNET programming identified as "CNN Continues." In addition, television fillers are used to round-out selected pre-recorded TW/TWB/TWC unit programs which are designated as "Prime Time" and are flagged in Tele-Tips with the identifier " *PRIME*." Fillers are introduced following the standard AFRTS system cue and continue until 00:28:30 for a half-hour program, and 00:58:30 for a one-hour program. Program materials of a non-standard length, such as a movie, will be rounded out to the nearest quarter-hour, i.e. 00:13:30 and 00:43:30. (Example: a movie with a runtime of 1:09:00 will be filled until 1:13:30.) Outlets have the option of either airing the fillers to end the programs at "normal" times, or cutting away after the system cue for local internal information or feature programming. AFRTS-BC will provide a standard two seconds of black separating the system cue from the start of the filler to enable outlets to make a clean break. While intended primarily for use by AFRTS-BC, selected fillers are made available periodically to outlets for local utilization after they have been retired from the active AFRTS-BC inventory. The lifting or recording of fillers from SATNET or programming units by outlets for local use is prohibited.

3. Armed Forces Diaest (AFD):

AFD television products are distributed within regularly-scheduled **SATNET** advisory blocks. The television feed is provided weekly (or more often if necessary), and is intended for offlining by outlets for later use. The AFD radio program is distributed five days a week on the Radio Broadcast Service. Each five-minute radio program is transmitted twice a day and is intended for immediate "live" airing by outlets or offlining for later use.

2-108 DISTRIBUTION BY DIRECT SHIPMENT TO AFRTS OUTLETS

1. Spot Announcements:

a. Most of the spot announcements inserted into AFRTS-BC programming also are distributed to selected outlets on Information Cassettes and Information Discs for local use. Certain spots, such as religious spots, shorter versions of regular-length spots, or those with messages that may not be valid for worldwide use, are distributed exclusively on Information Cassettes and Information Discs. Television and radio spot shipments are usually made once a month, but may be more or less frequent as conditions warrant. DoD Overseas Combined Federal Campaign spots are distributed annually.

b. Spot announcement Information Cassettes and Information Discs are locally-disposable items. They are distributed to authorized outlets as TM or RM units and are furnished with caption sheets. Full-service, land-based outlets also receive computer diskettes containing specific spot inventory information. Upon receipt, outlets are authorized and encouraged to make duplicate working copies of cassettes and discs, retaining the originals as masters.

c. As a general rule, most spot announcements have a life span of four years. However, authority to cancel a spot from the active spot inventory rests solely with AFIS/RTPO. Cancellation notification is made by message from AFIS/RTPO to all authorized outlets. Cancellation notifications must be closely monitored and implemented. Information Cassettes and Information Discs, including all duplicates, will be destroyed when the last active spot on that cassette or disc is canceled.

2. News/Promo Slides:

This material is furnished to full-service television outlets desiring it on a weekly basis and is not accountable.

3. News Slide Library Replenishment service:

This service is provided to those full-service television outlets desiring it every two years (in odd-numbered years). Request forms and catalogs are sent automatically to these outlets to permit selection of the needed slides.

4. National Anthem:

This material is sent to full-service television outlets on an irregular basis and is not accountable.

5. Distribution Determination:

AFRTS-BC distribution of spot announcements and information program materials is determined by the Military Broadcasting Services. Outlets must notify AFRTS-BC, informing their appropriate Broadcasting Service, whenever a specific service is no longer required. Ships must notify their Fleet Circuit Manager.

6. Packing Lists:

Shipments are accompanied by packing lists which give accountability status, instructions for use and disposition, and serve as indexes for materials. Spot announcements and information program materials are not accountable unless specified in the packing list.

2-109 AFRTS OUTLET REQUESTS

1. Requests to receive shipments of spot announcements and applicable information program materials listed above will be forwarded to AFRTS-BC through the parent Broadcasting Service. Ships will forward requests to the appropriate Circuit Manager.

2. Requests for replacement materials will be forwarded to the Commander, AFRTS-BC-DOPI.

3. Requests involving spot announcements will specify the spot ID Number and topic, if known.

2-110 AFRTS OUTLET COMMENTS ON SPOT ANNOUNCEMENTS

1. AFIS/RTPO considers feedback on spot announcements to be an important means of gauging the effectiveness of current spots and an invaluable tool for planning future releases. Comments are requested from all sources, including outlets, Public Affairs and local command officials, and most importantly, from individual audience members. Outlets are strongly encouraged to provide AFIS/RTPO with copies of any letters received and to

share oral comments by providing written summaries. **AFIS/RTPO** desires both positive and negative reactions on all aspects of spot announcements including message content and creative techniques. Which spots-seem effective with audience members, which miss the mark, and why? Suggestions for future topics and messages are most welcome. Comments referencing an existing spot should include as much identifying information as possible, including the spot ID Number and topic, if known.

2. All feedback on spot announcements should be transmitted DIRECTLY to **AFIS/RTPO** using the following address:

Director
American Forces Information Service, OASD(PA)
ATTN: RTPO
Suite 311
601 N. **Fairfax** Street
Alexandria, VA 22314-2007

Message plain language address is AMFINFOS WASHINGTON DC//RTPO//.
An information copy should be furnished to the appropriate parent Broadcasting Service and AFRTS-BC-DOPI.



CHAPTER 3

RADIO PROGRAM MATERIALS

3-100 TYPES OF RADIO SHIPMENTS

1. Radio Unit Packaae (RU):

This unit is shipped to designated outlets, and in some cases, circuited through two outlets. The material comprises approximately 30 hours of non-timely radio entertainment programming sent from AFRTS-BC to authorized outlets. Under normal **circuiting**, one package is available for broadcast while two others are either at the outlet or en route. Changes in RU circuits will be made only by AFRTS-BC. Instructions implementing RU circuit changes must be precisely complied with in order to provide continuous service to all outlets. The last outlet on a circuit will destroy the RU unit in accordance with section 3-103.

2. Radio Priority/Library Package (RP/L):

Outlets authorized to receive RP and RL service receive both packages each week in a combined package labeled "RP/L." RP/L is only authorized for outlets currently receiving the RU package. Together, RU and RP/L provide full AFRTS radio entertainment program service. The RP/L is composed of:

a. Radio Priority Packaae (RP):

This weekly priority shipment consists of approximately 45 hours of timely material, including chart music programs, and is shipped weekly to designated radio outlets for immediate broadcast. Because of its timeliness, the RP portion of the RPL has no residual value and is accompanied by instructions for immediate local destruction in accordance with section 3-103. RP is shipped only as part of the RP/L and is not distributed as a separate shipment.

b. Radio Library Package (RL):

This weekly priority shipment contains approximately 6 hours of individual music cuts on either vinyl or compact discs (CDs) for retention as permanent library material and use in locally-produced programming. Because RL material is for permanent library retention, shipments continue during temporary periods when other programming may be suspended. Artist and title catalog cards, for material on the vinyl disc portion of the RL, accompany each RL shipment. Vinyl discs shall be filed

numerically according to classification, and catalog cards shall be filed alphabetically to speed cross-referencing and locating desired selections. Artist and title information for the CD portion of the RL is delivered on a computer "floppy" disc included in each weekly CD shipment for use on a dedicated micro computer at each outlet. Due to **onboard** storage limitations, Navy ships are the only AFRTS outlets which may be authorized to receive only the CD portion of the RL. RL service may be authorized independent of either the RU or RP.

3. 40-C:

Stations authorized to receive RPL receive the American Top 40 and American Country Countdown programs as a separate Radio Priority shipment labeled 40-C. Local destruction is authorized in accordance with section 3-103.

4. Radio Tape Package (RT):

This weekly audio tape shipment comprises approximately 84 hours of RU, RP, and 40-C. Packages consist of fourteen audio tapes on 7-inch reels, recorded at 3-3/4 inches-per-second in a four-track mono format that can be run on simple automation or manual playback systems. Outlets authorized to receive RT may not receive the RU, RL or 40-C shipments. The only other radio shipment authorized in addition to RT is RL. The RT is produced primarily for ships and a few selected land-based outlets where work force levels dictate automated playback. Programs in the RT units lag as much as three weeks behind the same-numbered RU/RP units. RT units are to be returned directly to the duplication contractor after airing to permit recycling of the tape and shipping containers.

5. Radio Materials (RM):

Special shipments of radio materials are made from time to time. These shipments may consist of entertainment or information programs, holiday specials, special features, spots, or production aids. The type and timeliness of the material will determine whether the shipment is provided on disc or tape, and which outlets will receive it. Instructions for use and disposition will appear on the packing lists which accompany this material.

6. FM Tape Services (FML, FMP and FMR):

These tape packages are designed to provide an alternative programming source for authorized outlets with second broadcast frequencies or cable distribution channels. Tapes are recorded in four-track stereo at 3-3/4 inches per second on

10-112-inch reels. Cue tones are inserted after each selection or program to facilitate use of automated playback equipment.

a. FML is a monthly shipment of approximately 24 hours of library music in three formats: Beautiful Music; Adult Contemporary; and Country, including lists of all selections, for permanent retention by the outlet. This shipment normally will continue even when FMP and FMR shipments are temporarily suspended.

b. FMP is a quarterly shipment consisting of approximately 26 hours of hosted stereo programs. (See disposition instructions in section 3-103.)

c. FMR is a religious music program service which includes twelve 55-minute hosted programs in each shipment. Shipments are made every three weeks. (See disposition instructions in section 3-103.)

7. AFRTS authorizes complete versatility in the use of Radio program materials. Although furnished primarily for FM outlets, FML, FMP, and FMR programming is used on AM frequencies in some locations, while RU and RP programming is heard on the FM service at these locations. Dubbing of audio disc programs to tape for automated playback or of FML, FMP, and FMR program materials from quarter-track to full or half-track tape for use on AM is authorized. These copies must be erased when no longer needed.

3-101 REPLACEMENTS

1. If damaged or unairable radio material is received, outlets shall immediately notify AFRTS-BC-DOPR. Prompt notification will assist in providing rapid replacement to prevent loss of programming sequence. Ships shall notify their circuit manager rather than AFRTS-BC-DOPR directly. The notification should include a request for disposition instructions for the damaged material. AFRTS-BC-DOPR may direct the material be returned for inspection or may authorize local destruction.

2. Prompt notification is also required if more than seven (7) days elapse after the expected arrival date of a shipment. For circuited materials, the outlet shall notify the other outlet on the circuit, with info copies to AFRTS-BC-DOPR and the Circuit Manager (for ships). For shipments that are not circuited, ships shall notify the Circuit Manager, while all other outlets shall notify AFRTS-BC-DOPR directly. The outlet shall also notify all concerned if a missing shipment is subsequently received.

3. Limited copies of tapes and discs normally are held at AFRTS-BC-DOPR as replacements for lost or damaged shipments. This small supply is retained for a short period of time and then is recycled. Therefore, prompt notification as outlined above is essential.

4. Replacement of previously-issued library material normally is not possible. However, outlets needing replacements for specific library materials which have been lost, damaged, worn-out, or were issued prior to the station's initial start-up date, may request them from AFRTS-BC-DOPR. As material becomes available from disestablished outlets, it will be screened against these "want lists" and re-distributed. The Radio Division holds replacement requests on file for three years. Outlets should review their "want" list periodically to ensure requests held by AFRTS-BC-DOPR represent current needs.

3-102 REPORT OF SURVEY

If radio material is lost, damaged or destroyed due to causes other than **normal** wear and tear, a Report of Survey will be prepared as prescribed by each outlet's Military Department. Upon approval by a competent authority, two (2) copies of the Report of Survey findings will be forwarded to AFRTS-BC-DOPR.

3-103 DISPOSITION OF RADIO MATERIALS

1. Routine requests for disposition instructions for the RP portion of the RP/L, RU, FMP and FMR units are not required. These units may be disposed of locally and the Certificate of Destruction forwarded to AFRTS-BC-DOPR. All other radio materials (RL, FML, and RM) will not be destroyed, salvaged or shipped anywhere except as directed by AFRTS-BC-DOPR. Instructions usually are found on the packing list accompanying the shipment, or received by letter or message.

2. A request for disposition of excess, obsolete or unserviceable material may be made at any time. However, for economy of operations, requests should not be more frequent than quarterly. Ships shall send requests for disposition instructions to their Circuit Manager, who may provide a recommendation and who will forward the request to AFRTS-BC-FLO. All other outlets shall forward requests for disposition instructions directly to AFRTS-BC-DOPR with info copies provided to appropriate command levels. All requests must identify the material as fully as possible and give reasons for the request.

3. When AFRTS-BC-DOPR authorizes local destruction of radio disc materials, the following procedures apply:

- a. An inventory of the materials will be compiled.

b. The preferred method of destruction is to deface each vinyl disc on both sides or break compact discs, rendering them unusable. Take these discs to the nearest **Defense** Property Disposal Office and obtain from them a certificate of turn-in.

c. When turn-in is not practical, the discs will be destroyed and a certificate of destruction prepared. The certificate will be signed by the individual who performed the destruction and the **OIC/Commander** or Station Manager who witnessed the destruction.

d. A copy of the turn-in certificate or the certificate of destruction, along with a copy of the inventory of materials destroyed, will be forwarded to AFRTS-BC-DOPR. Copies of these documents also shall be retained by the outlet for a minimum of one calendar year.

4. When AFRTS-BC-DOPR authorizes local destruction of FM tapes, the following procedures apply:

a. Tapes will be degaussed and then **may be** used for other production purposes within the outlet (Note: FM services are provided on audio tape one mil thick vice normal 1.5 mil audio production tape). Otherwise, the tape may be disposed of locally by cutting the tape from the reel. An inventory of these tapes will be compiled and retained in outlet files for a minimum of one calendar year.

b. Empty 10-1/2 inch reels and reel boxes may be retained or disposed of locally.

5. When AFRTS-BC-DOPR authorizes local destruction of other types of radio materials, special instructions will be provided.

6. When AFRTS-BC-DOPR directs that radio materials be forwarded to AFRTS-BC-DOPR or to another destination, the following procedures apply:

a. Compile and inventory all items to be shipped.

b. Pack the items in sequentially-numbered boxes in the order listed on the inventory.

c. Annotate the inventory to show the box number in which each item is located and the date the boxes were shipped.

d. Enclose one copy of the inventory in box #1 of the shipment. Forward one copy of the inventory by letter to AFRTS-BC-DOPR. Forward one copy of the inventory by letter to the receiving destination (if different than AFRTS-BC). One copy of the inventory will be retained in the **outlet's** files for a

minimum of one calendar year. Packing and shipping costs for the transfer of this material will be the responsibility of the Military Broadcasting Service concerned.

3-104 AFRTS-BC SATNET RADIO SERVICES

Three radio audio channels are available via **SATNET**: "**The Voice Channel**" (B-Mac channel 2 in mono); "**The Multi-Service Channel**" (B-Mac channels 3 and 4 forming a stereo pair); and "**The Music Channel**" (B-Mac channels 5 and 6 forming a stereo pair).

1. The Voice Channel provides the Radio Broadcast Service, which consists of U.S. network newscasts, news analyses, commentaries, public affairs programs, play-by-play sports coverage, sports news and commentaries, news calls, information features, military service command information programs, and special events coverage 24 hours-a-day, seven days a week. These transmissions provide **decommercialized**, real-time radio services to AFRTS land-based outlets, ships, and **DoD** personnel at remote locations not receiving service from an AFRTS outlet. This service is delivered to land-based outlets via **SATNET**. It is delivered to Navy ships, land-based outlets (as a backup circuit), and AFRTS un-manned outlets without **SATNET** via the Armed Forces Satellite-Transmitted Radio Service (AFSTRS).

a. AFRTS-BC-DOPR publishes a schedule of the Radio Broadcast Service twice annually. Updated copies of the AFRTS-BC Radio Broadcast Schedule normally are mailed to all AFRTS outlets in January and July.

Additional copies of the schedule may be obtained by writing to:

AFRTS-BC-DOPR

ATTN: Radio Program Manager

10888 La Tuna Canyon Road

Sun Valley, CA 91352-2098

b. AFRTS-BC broadcasts "Program Notes^w" on the Radio Broadcast Service twice daily, Monday through Friday. These closed-circuit transmissions provide programmers with advance program bookings, schedule changes, special materials, and information of value to outlet managers, who will ensure that AFRTS "Program **Notes**" are recorded and reviewed by responsible personnel promptly.

2. The Multi-Service Channel provides the Radio Broadcast Service during those periods when play-by-play sports events, or

other special programs, are airing on The Voice Channel. Other closed-circuit programming may be fed on this channel, to include: radio music countdown shows, long-form feature material, and unanchored coverage of speeches, press conferences, etc. A hosted rock music program service in stereo will be available on this channel at all **other** times.

3. The Music Channel provides two hosted music program services (Adult Contemporary and Country) in stereo **24-hours-a-day**. These two formats alternate every six hours starting with Adult Contemporary at **0000** UTC each day.

4. All radio satellite services are **decommercialized** by AFRTS-BC and contain hourly newscasts.

5. AFRTS-BC sends a series of audio test tones in two time periods on all radio satellite services on the first Tuesday (Pacific time) of every month to conduct radio circuit quality measurements. Outlets receiving the radio satellite services shall measure the level of the signal in **decibel/millivolts** (dbm) at each audio frequency. Within seven (7) days of each test, outlets shall send test results to AFRTS-BC-DOE by message. Messages will include measurement results, measurement test points, test equipment used, and **comments/suggestions**.

6. Technical problems with radio satellite services should be referred to local tech controls first, and the results reported to AFRTS-BC-DOE. Technical problems with leased cable circuits should be referred to the AFRTS Communications Division. (See DoD 5120.20-R, Appendix H for details and procedures.)

7. Outlets may communicate directly with the Radio Operations Center to resolve either operational matters or technical difficulties determined to be outside the host **country/military** installation. Outlets may call AFRTS-BC-DOEOR Radio Operations Center on DSN (formerly called AUTOVON) **348-1243**, or commercial 818-504-1243. Telex traffic should be addressed to 6831327 (Answerback = "AFRTS UW"). (SEE CHAPTER 6 FOR COMPLETE LISTING OF OFFICE CODES AND PHONE NUMBERS)

CHAPTER 4

TELEVISION PROGRAM MATERIALS

4-100 TYPES OF TELEVISION SHIPMENTS

1. Television Weekly (TW):

This weekly unit is the largest package of television programs (approximately 80 hours) circuited by AFRTS-BC to full-service, land-based TV outlets. The TW package is **provided** on **1/2-inch** Betacam-SP format and contains U.S. broadcast and cable network programs, pre-teen and pre-school programs, talk shows, soap operas, quiz shows, movies, mini-series, information, religious, and filler programming. Under normal circumstances, one unit is in use while at least two others are either at the outlet waiting to be used or en route. Changes in land-based circuits will be made only by AFRTS-BC in coordination with the Broadcasting Services. Instructions implementing circuit changes must be precisely complied with in order to provide continuous service to all outlets.

2. Television Weekly "B" (TWB):

Essentially, **it's** the same as the Television Weekly (TW) package, but without pre-school and pre-teen programming and is circuited to larger Navy outlets afloat (Super-SITE and SITE ships). This weekly unit consists of approximately 72 hours of television programming provided on **1/2-inch Betamax** format videocassettes. Under normal circumstances, one unit is in use while at least two others are on-hand at the outlet waiting to be programmed or en route to the outlet. Changes in circuits to ships will be made only by fleet Circuit **Managers based** upon current ship movement information.

3. Television Weekly "C" (TWC):

This weekly unit consists of approximately 42 hours of television programming provided on **1/2-inch Betamax** videocassettes. These circuited units are designed to provide the best TWB programming to smaller ships and submarines (**Mini-SITE**), and all Mini-TV outlets. Guidance for the operations of Mini-TV outlets is contained in DoD 5120.20-R, Appendix G. Under normal circumstances, one unit is in use while at least two **others** are on-hand at the outlet waiting to be programmed or en route to the outlet. Changes in ship and Mini-TV circuits will be recommended by the appropriate Circuit Manager, who will advise AFRTS-BC of the desired changes. Circuit Manager instructions implementing changes must be precisely complied with in order to provide continuous service to all outlets.

4. Television Priority "A" (TPA):

This weekly unit contains approximately 12 hours of timely programming, is not circuited, but is sent directly to authorized outlets (primarily Navy-ships) for use at the earliest practical date. TPA programming has previously aired on **SATNET** and, therefore, the unit is not sent to stations that receive **SATNET** or DUPFAC-provided programming. TPA units will be returned to the AFRTS-BC duplicating contractor by the fastest available means within seven (7) days of receipt, unless otherwise instructed in the packing list. (See paragraph 6-102. 6.b. for address instructions).

5. Television Priority "B" (TPB):

This category of shipment, while not currently in use, is reserved for possible future application.

6. Television Library (TL):

These units consist of accountable library videocassettes shipped periodically to full-service land-based outlets and fleet Circuit Managers for long-term retention and use to supplement normal programming, or to fill emergency requirements. TL programs do not contain spot announcements, but TL Tele-Tips list natural breaks for local spot insertions. (See subsection 6-101.2. for more information on Tele-Tips.)

7. Television Temporary Library (TTL):

These units consist of accountable library videocassettes provided to meet special short term requirements (e.g., holidays, anniversaries) or when AFRTS-BC requires that the materials be returned within one year. Return dates and instructions appearing on TTL packing lists must be strictly complied with.

8. Television Material (TM):

These shipments contain non-accountable library materials provided for single or repeated use and subsequent local disposal. Other **usage** conditions may exist and will be stated on the packing list.

9. General guidelines for television materials distributed are detailed in table 4-1.

TELEVISION MATERIAL	DISTRIBUTED TO	DISTRIBUTION FREQUENCY	ACCOUNTABLE?
TW (Approximately 80 Hours)	Land-based Full-Service TV Outlets	Weekly	Yes
TWB (Approximately 72 Hours)	Super-SITE and SITE Afloat TV Outlets	Weekly	Yes
TWC (Approximately 42 Hours)	Mini-TV Outlets, Mini-SITE & Sub-SITE Afloat TV Outlets	Weekly	Yes
TPA (Approximately 12 Hours)	Mini-TV & All Afloat TV Outlets except Sub-SITE	Weekly	Yes
TL (Size of Shipment Varies)	Full-Service Land-based TV Outlets & Fleet Ckt Managers	Annually	Yes
TTL (Size of Shipment Varies)	All TV Outlets Currently on circuit	Irregular	Yes
News/Promo Slides (13 slides & index cards)	Designated Full-Service Outlets	Weekly	No
News Slide Library Replenishment Service *(up to 100 slides)	Full-Service TV Outlets	Bi-annually (odd years)	No
TM	Full-Service TV Outlets	Irregular	No

TABLE 4-1. Distribution of Television Materials

* Request forms and catalogs for News Slide Library replenishment service are sent to full-service outlets automatically to permit selection of the slides desired.

9. Television Weekly "C" - Library (TWC(L)):

These units consist of TWC programming and are accountable library videocassettes issued to fleet Circuit Managers for control and issue to authorized ships on local operations or exercises, en route to or from port while not yet on normal circuit, and for other special needs as determined by fleet Circuit Managers. Ships having a need for TWC(L) units should contact the appropriate Circuit Manager, who is authorized to issue the units and instructions for their use, handling and return. TWC(L) units are to be kept intact at all times. Splitting them for issue, transfer, or return is not authorized. Fleet Circuit Managers are required to return to AFRTS's duplication contractor the oldest complete unit each week from each TWC(L) circuit under their control. TWC(L) units are authorized for use up to 18 months from the date of issue by AFRTS-BC, and must be returned within 30 days of the end of that period. (See paragraph 6-102.6.b. for address instructions.)

4-101 USE OF TELEVISION MATERIALS (EDITING)

1. Television program materials will be used as received. Outlets may not duplicate, edit or delete any part except in the following circumstances:

a. AFRTS outlets may delete material in entertainment programming to remove bona fide host country sensitivities. To facilitate the deletion from a videocassette, outlets must reproduce (dub) the program and electronically edit out the sensitive material. The videocassette from the AFRTS shipment will not be edited or altered in any manner. This is to preserve the original quality of the program for succeeding outlets on the circuit. Reproduced material will be erased immediately after airing. AFRTS-BC will be notified by separate message, with information copy to the appropriate Broadcasting Service headquarters, whenever deletions are made. The message will indicate unit number, program title, location, and duration of the deletion.

b. AFRTS outlets may use short excerpts edited (dubbed) from television shows or movies to promote those programs. Individual excerpts may not exceed two (2) minutes in length. Editing must not change the original context or intent of the scene. The same procedures for dubbing outlined in paragraph 4-101.1.a. apply.

c. Commercials or commercial slugs ("Place Commercial Here," "Splice Here," etc.) which may have been inadvertently left in AFRTS programs will be board-faded from videocassettes, and covered locally. Commercials are not to be confused with sponsor billboards or product mentions or identification, visual or aural, which are integrated into openings and closings in such a way as to make their retention necessary for program continuity. If commercials, voice-over announcements or slugs

are encountered, succeeding outlets and AFRTS-BC-DOPT (Television Division) must be notified. The reporting outlet will identify the unit, program, time into program and duration of extraneous material. succeeding outlets will cover the material with a local information spot or other suitable material.

d. Certain videocassettes (e.g., music videos, cartoons, fillers, etc) expressly designated by AFRTS-BC may be dubbed and edited for the purpose of assembling or rearranging playback sequences. These programs will be specifically identified on the packing list. No other programs, including library programs, may be edited in this manner.

e. Some closed-circuit feeds of material fed by **SATNET** may be edited and retained for library stock footage. Specific permission to excerpt footage will be granted by **character-**generated graphic at the beginning of the closed-circuit feed.

f. Only AFRTS blue-shell cassettes will be used for the authorized duplication, distribution, and retention of AFRTS-BC/DoD-**procured** programming as described in paragraphs 4-101.1. a, b, d, and e. (Reference section 5-107 for use of blue-shell cassettes with **SATNET** programming.) Outlets are not authorized to use blue-shell cassettes for any local production use.

4-102 CUING OF VIDEOCASSETTES

1. Programs over 15 minutes in length end with an AFRTS system cue (SQ). The system cue is a 5-second segment that identifies AFRTS as the program source and alerts the operator to a program transition. Programs of 15 minutes or less, such as fillers, do not contain system cues, but are cue-dotted ten seconds from the end of each segment.

2. Programs on multiple videocassettes are cue-dotted by AFRTS-BC to provide the operator timing for a smooth reel change-over. The cue dots appear as small white squares in the upper right-hand corner of the frame. Multiple reel programs are cue-dotted at ten, seven and two seconds from the end of each reel except the final reel, which contains an AFRTS system cue, instead of cue dots.

4-103 MATERIAL AND EQUIPMENT HANDLING

The following general comments will assist outlets in caring for AFRTS television program materials. Further information on the care and storage of videocassettes is given in Enclosures 2.

1. General:

a. Adherence to standard industry techniques and practices in the care, handling, and storage of videocassettes and other TV material is essential.

b. Adherence to standard industry techniques and practices in the operation and maintenance of equipment is equally essential, both to prolong the useful life of TV materials and to provide the highest-quality service to the audience.

c. cleanliness is paramount. Areas where TV materials are stored or handled should be clean at all times and, if possible, ventilated with filtered air at a small positive atmospheric pressure so that dust is blown out rather than drawn in. Industry standards dictate that smoking, eating, and drinking are not allowed in these areas.

d. Videocassettes should be kept in their shipping containers and stored in a secure, atmospherically-controlled environment until ready for use and returned immediately after use. This procedure will help keep the videocassettes clean, simplify inventory procedures and minimize the possibility of mixing programs from more than one program unit.

e. Videocassette shipping containers ~~will~~ be kept closed when not in use to preclude the admission of dust and debris. If shipping containers become contaminated with foreign matter, cassettes should be removed and the **container/cassettes** promptly cleaned with a vacuum cleaner.

f. Cassettes will be returned to their shipping cases in the order specified on the packing list.

2. Videocassettes and Playback Equipment:

a. All videocassettes should be visually inspected prior to use. Check the hinge and latch mechanisms and shake the cassette gently to make sure that no parts are loose. All outlets should report non-repairable discrepancies in the "Comments/Remarks" portion of the weekly IMC: TV Program Status message; request replacements, as required, in the "Replacements" section of the message. (See section 6-106 for additional information on reporting discrepancies.)

b. Videocassettes are to be shipped in the full tails-out position, and therefore, should not be rewound after the final airing. Instead, fast forward each cassette to the physical end of the tape before ejecting the cassette from the machine. Lead stations receive cassettes from the duplicating contractor tails out. Replacement cassettes are shipped heads out. All AFRTS TV outlets will fast forward each cassette to the end (if it was not received tails out) and then rewind it. This will ensure uniform packing and tension on the tape, which will often dramatically improve playback tracking.

c. Improper operation and/or insufficient maintenance of playback equipment may result in inadvertent re-recording, erasure, or physical damage to the tape, such as cinches,

wrinkles, edge damage, or scratches. A problem in the tape path after the playback heads may cause damage that is not detected until the cassette is played at the next outlet. It is essential that all outlets establish and maintain a regular equipment maintenance schedule and ensure that all operators receive proper equipment operation training.

d. An unacceptable or substandard signal may be caused by a defective cassette, a defective playback machine, or both. Playback of a suspect cassette should be attempted on different machines to determine whether the cassette or the equipment is at fault.

3. Repair of Videocassettes:

Defective portions of videocassettes distributed by AFRTS-BC may not be removed through physical splicing techniques. Replacement videocassettes must be requested immediately from AFRTS-BC using procedures outlined in section 4-104.

a. Videocassette program labels may be modified, repaired or replaced by outlets as required. When repair or replacement of a program label is necessary, outlets will identify the program on the replacement label so that it can be easily read. Identification should include packing list item number, title, production number (formerly issue number) or date, program unit type and number, circuit or outlet number, and reel number. This information may be copied from the old label or the packing list.

4-104 REPLACEMENT FOR TELEVISION PROGRAM MATERIALS

1. AFRTS-BC will replace missing or unairable television program materials whenever replacements are available, subject to the following policies and procedures.

a. Availability of replacements depends on the length of time since the program package was originally shipped from AFRTS-BC and other factors.

b. Because of the timeliness of television priority programming, missing or defective TPA programs normally are not replaced. However, discrepancies must still be reported in the "**Comments/Remarks**" section of the weekly IMC: TV Program Status message. (See sections 6-106 and 6-107 for proper reporting formats.)

c. Replacements for missing programs will not be provided until AFRTS-BC is satisfied from information provided in weekly reports that all attempts to locate the **program(s)** have been exhausted. (See section 6-105.)

d. Videocassettes with brief or minor defects that do not seriously disrupt program continuity should be aired, using

disclaimers as necessary. AFRTS-BC and succeeding outlets should be advised of the discrepancies in the weekly IMC: TV Program Status reports. (See sections 6-106 and 6-107 for proper reporting formats.) If the discrepancy is severe, request a replacement.

e. Once the replacement programming has been duplicated and shipped, AFRTS-BC will notify the requesting outlet and the destination outlet (if different from the requestor) by message of the shipping date.

2. Outlet Procedures:

a. Immediately upon discovering a suspected discrepancy serious enough to require replacement of a videocassette, the outlet operator should notify an engineering representative (if one is assigned) to verify the discrepancy is with the videocassette, not a problem with playback equipment. Attempt to duplicate the discrepancy for the engineering representative in a machine other than the one on which the discrepancy was first discovered. The engineering representative will attempt to verify the discrepancy. Reporting of defects will be in proper technical terminology as shown in the Glossary of Terms (Enclosure 1). (subsection 4-103.2. provides some hints for reducing or overcoming some types of minor defects.)

b. Upon verification of the videocassette discrepancy, the outlet operator will fill out and attach an AFRTS Form 351, "Videocassette Discrepancy Report," a self-adhesive, peel-off label (see Figure 4-I), to the defective cassette. Each outlet is to maintain a stock of this form which can be obtained by contacting AFRTS-BC/DOP. Fill out the Discrepancy Report label as completely and accurately as possible, checking off the appropriate discrepancy block or using plain language to briefly describe the problem. The information on this label is important since it serves to notify other outlets along the circuit of a problem with the videocassette. If the videocassette is adjudged to be "unairable" and returned to AFRTS-BC for replacement, the defect will be easily identified and the information will assist AFRTS-BC in maintaining quality standards.

c. The defective tape will then be returned to its original container. In **all cases, the defective program materials are to remain with the original program unit until the arrival of the replacement.** Additionally, the packing list will be annotated to identify the defective videocassette(s).

d. Full-service land outlets should request a replacement videocassette in the next weekly Internal Management Control: TV Program Status message. List replacement requests in paragraph 9 (Replacements) of the message. (See section 6-106.)

VIDEOCASSETTE DISCREPANCY REPORT

Fill out this discrepancy label as accurately and completely as possible. Peel off the backing and attach the label to the top of the defective cassette.

OUTLET LOCATION: _____ CIRCUIT No. _____ POSITION No. _____

DISCREPANCY REPORTED IN MESSAGE DTG: _____

PROGRAM TITLE: _____

UNITWEEK: _____ ITEM No. _____ PRODUCTION No. _____ REEL _____ OF _____

DISCREPANCY STARTS AT (time) _____ : _____ AND ENDS AT _____ : _____

IDENTIFICATION OF DISCREPANCY:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Video Loss | <input type="checkbox"/> Dropouts | <input type="checkbox"/> Edge Damage |
| <input type="checkbox"/> Audio Loss | <input type="checkbox"/> Tape creases | <input type="checkbox"/> Jammed/Broken |
| <input type="checkbox"/> OTHER (Give a brief description in your OWN words): | | |

NAME: _____ RANK: _____ DATE: _____

AFRTS-BC USE ONLY _____

AFRTS FORM 351 - 1 August 1989

(Figure 4-1)

e. Ships and Mini-TV outlets forward replacement requests to the appropriate Circuit Manager as directed by the Circuit Manager. Circuit Managers provide a consolidated listing of replacement requests in their weekly Internal Management Control: Circuit Manager Reports. (See section 6-107.)

f. Replacement cassettes will normally be shipped by AFRTS-BC to the designated outlet with two copies of AFRTS Form 40, "AFRTS-BC Television Replacement Instruction and Packing List" within 72 hours. Outlets should allow about 2 weeks for delivery, depending on transit times and the number of replacements requested. Immediately upon receipt of the replacement, the outlet will consolidate the replacement **videocassette(s)** with the proper program unit and file the green copy with the outlet's documentation for that unit. Then, within **seven** days, the outlet will send the defective cassette to **AFRTS-BC/DOP, ATTN: COR, 9012 Glenoaks Blvd., Sun Valley, CA. 91352-2039**, along with the blue copy of AFRTS Form 40 in the same jiffy bag containing the replacement. **Do not use fiber-filled bags as these may contaminate the videocassette.** Outlets should use the pre-addressed mailing label included with the replacement **cassette(s)**. **Do not return defective cassettes to the duplication contractor.** Outlets are also required to inform AFRTS-BC in the next weekly IMC: TV Program Status Report of the date the replacement was received and the date the defective tape was returned to AFRTS-BC. (See sections 6-106 and 6-107 for proper reporting formats.)

4-105 TELEVISION LIBRARY MATERIAL

1. Policies:

a. AFRTS-BC provides a 1200-hour videocassette library of program materials (TL) to full-service, land-based outlets and Fleet Support Detachments to serve as backup and supplementary programming. Approximately 20 percent of the total library will be replaced in annual increments, and a like number of hours recalled from outlets to maintain a constant level of a nominal 1200 program hours. Programs in TL units may be telecast four times over a five-year period unless otherwise specified in their packing list. AFRTS-BC issues and recalls library materials based on contractual requirements with program distributors and rights owners.

b. Holiday and anniversary/special event programs are issued periodically as Temporary Television Library (TTL) units. These programs are returned to AFRTS-BC within a year as directed in their packing list.

c. Holiday TL and TTL units are generally announced and shipped from AFRTS-BC well in advance to allow outlets time for program planning. Holiday TL programs are to be used in the current year and retained for scheduling in subsequent years.

d. Library programs issued directly to Mini-TV shipboard outlets are usually limited to holiday and other special interest programming distributed in TTL program units.

e. TL and TTL materials are accountable. Complete records must be kept and annual inventories must be taken. (See subsection 4-105.4. for further instructions.)

f. Library materials must not be destroyed, returned, or transferred to other outlets at any time prior to the end of their rights period without specific prior approval from AFRTS-BC. In many instances, AFRTS-BC may be able to negotiate a "rights" extension for library materials. Outlets will be provided updated packing lists (to indicate new terms of useage and expiration dates) and other specific instructions (i.e. renumbering of units). (See section 4-106 for disposition instructions.)

2. Handling of Library Materials:

Each outlet will be responsible for the care and storage of program materials, and maintenance of permanent records of its TL and TTL library material.

a. Library materials should be stored in an orderly fashion in clean, protected, and secure areas. All videocassettes and slides should be stored in a cool, dry place, not subjected to extremes in temperature or humidity.

Videocassettes should be stored vertically, preferably in their shipping container.

b. As an aid to programming, outlets will implement a systematic method of cataloging their library material. AFRTS-BC recommends a card or automated data processing system that includes individual program title, running time, location, and space for dates and times the item is used. The terms of program utilization are on each packing list (*i.e.* only 4 airings per episode permitted). Refinements to the system, such as noting program type (variety, drama, comedy), cast, short synopsis, etc., are valuable aids to proper scheduling.

3. Records of Station Library Material:

outlets will maintain complete records of the receipt, inventory, and disposition of all library material provided by AFRTS-BC. The TV Station Library Inventory List, furnished by AFRTS-BC, is an up-to-date computer listing of all accountable library material issued to an outlet and for which the outlet is currently responsible. It is to be used by outlets to conduct an annual inventory of library material, and must be maintained on file until replaced by a new list.

4. Annual Inventory of TL and TM Materials:

a. Every year, AFRTS-BC will direct each outlet maintaining a library to conduct a physical inventory of its TL and TTL program material and prepare a written report. The inventory will be conducted and reported in accordance with instructions accompanying the TV Station Library List issued by AFRTS-BC.

b. Each outlet should periodically review its stock of expendable programming materials (TM). Local disposition of unneeded TM materials is authorized IAW section 4-100.8. A written report is not required, nor should these items be included in the Annual Inventory Report. Once disposed of, TM materials will not be replaced.

4-106 DISPOSITION OF TELEVISION LIBRARY MATERIAL

Each outlet will review its TL library material for damaged, obsolete or unneeded units at least once every six months. These items will be segregated and disposition handled as follows:

1. Send requests for disposition of damaged, obsolete or unneeded accountable television library materials via the appropriate chain of command to AFRTS-BC-DOPTP. Disposition requests for library materials should be forwarded at the same time as the Annual Inventory Report. Requests may be made at other times in case of urgent necessity.

2. Outlet requests for disposition of TL program material must fully identify and justify disposition for each unit as follows:

- a. TL Program Unit Number
- b. Program Titles
- c. Production Number (date or issue no.)
- d. Reason (program is "obsolete," "sensitive," "excess," or other valid reason.)

3. AFRTS-BC-DOPTP will issue disposition instructions in response to validated outlet and fleet circuit manager requests, and will initiate disposition instructions whenever other circumstances require the removal of library materials. Instructions may include authorization for return of materials to AFRTS-BC, transfer to another outlet, shipment to an address directed by AFRTS-BC-DOPTP, or erasure or destruction of the materials locally.

4. Return of TL program materials to AFRTS-BC or transfer to another outlet or address will be handled as follows:

a. If the original packing list is not available locally or from AFRTS-BC, or is not suitable, an inventory and packing list will be prepared using the following information which should be available from the outlet's computer records:

- (1) Original TL Program Unit Number
- (2) Packing list item number
- (3) Program Title
- (4) Production number (date or issue number)
- (5) Reel number (if multi-reel program)
- (6) Running time (when transferring only)
- (7) Number of shipping cartons utilized
- (8) The symbol "NG" will be placed in the "remarks" section of the packing list for any damaged cassettes no longer suitable for use (applies only to programs being returned to AFRTS-BC; "NG" programs will not be transferred to another outlet.)

b. TL programs authorized for return to AFRTS-BC require three (3) copies of the packing list, to be distributed as follows:

- (1) Place one copy in Box #1 of the shipment;
- (2) Retain one copy at the outlet for a minimum of one calendar year;
- (3) Annotate one copy with the date of shipment and mail separately to AFRTS-BC-DOPTP.

c. Notify AFRTS-BC-DOPTP of the shipment of the program package in the **"Comments/Remarks"** paragraph of the weekly IMC: TV Program Status message. (See sections 6-106 and 6-107 for proper reporting formats.)

d. TL programs authorized by AFRTS-BC for transfer to another AFRTS outlet or designated address require four (4) copies of the packing list, to be distributed as follows:

- (1) Place one copy in Box #1 of the shipment;
- (2) Retain one copy at the outlet for a minimum of one calendar year;
- (3) Annotate one copy with the date of shipment and mail to AFRTS-BC-DOP;
- (4) One copy to be annotated with the date of shipment and mailed separately to the outlet or address to whom the program package is being shipped.

e. Notify AFRTS-BC-DOP of the shipment of the program package in the **"Comments/Remarks"** paragraph of the weekly IMC: TV Program Status message, and include the receiving outlet as an info addressee.

f. Upon receipt of a package of TL programs being transferred, the receiving outlet will immediately inventory the programs, notify AFRTS-BC-DOPTP and the sending outlet of receipt, and change the TL Program Unit number and/or station number on the labels as directed by AFRTS-BC. Unless the report of receipt requires other action, AFRTS-BC will adjust its master inventory to reflect the change in accountability for all programs listed on the packing list of the transferred program materials.

g. Outlets will return TTL units only as complete program units, using the original packing list and following the provisions of subsection 4-106.3. above. Return may be accomplished any time prior to the date for return shown on the packing list.

5. Local destruction of TL program material will be performed only when authorized by AFRTS-BC and must be handled as follows:

a. Videocassettes may be degaussed and utilized for other authorized purposes (e.g., recording SATNET programs). Otherwise, videocassettes should be physically destroyed in such a way as to make their further use impossible, and disposed of locally.

b. When accomplished, a Certificate of Erasure and/or a Certificate of Destruction will be prepared and signed by a representative of the outlet performing the destruction and the OIC or Station Manager who witnessed the destruction. The certificate will then be sent to AFRTS-BC-DOPTP. Until the Certificate of Erasure/Destruction is received by AFRTS-BC, the program material will continue to be charged to the outlet. A copy of the certificate will be retained by the outlet for a minimum of one calendar year.

6. Coordinating Instructions on Disposition of TV Library Materials:

a. Library materials authorized to be destroyed, returned or transferred will be noted by the outlet on all inventory records and accountable programs will not be included in subsequent inventories.

b. When a library videocassette is seriously damaged, outlets are not authorized local repair. Request replacements using procedures in section 4-104.

CHAPTER 5

SATELLITE PROGRAMMING

Satellite Radio and Television Delivery Services

5-100 GENERAL

AFRTS-BC provides a worldwide, 24-hour encrypted satellite network, **SATNET**, utilizing both domestic and international satellites. It also provides its Radio Broadcast Service on the Armed Forces Satellite-Transmitted Radio Service (AFSTRS) distributed through International Maritime Satellites.

5-101 SATNET

This network offers transmission of timely, **commercial-free** radio and television programs, production materials, program information, and other services from the AFRTS Broadcast Center in Los Angeles for the exclusive use of both manned and unmanned AFRTS outlets. To protect AFRTS programming from unauthorized reception and use, the Department of Defense (**DoD**) encrypts all **SATNET** transmissions.

5-102 B-MAC

B-MAC stands for the "**B**" version of Multiplexed Analog Component (MAC) transmission technology developed by Scientific Atlanta. It is a composite signal processing format that permits the simultaneous transmission of digital information along with an analog video signal. The digital information can be used for audio, data, and/or teletext. It also performs data encryption, video scrambling, and receive-address authorization functions. (See section 5-105 for explanation of system design and function.)

5-103 AFSTRS

AFRTS-BC provides the Armed Forces Satellite-Transmitted Radio Service (AFSTRS) via International Maritime Satellite (INMARSAT) transmissions. AFSTRS provides the AFRTS Radio Broadcast Service to ships at sea and unmanned AFRTS land-based sites in remote or hostile locations, and as a backup circuit for all manned AFRTS radio outlets. AFSTRS provides a consistent-quality radio signal which can be received using specialized equipment. AFSTRS replaced the former AFRTS shortwave service, which closed in October 1988.

5-104 SATNET OUTLETS

1. Manned:

AFRTS outlets, funded and staffed by the Military Broadcasting Services, providing any combination of AM radio, FM radio, or television service to a site, community, or region via radiated signal or cable distribution.

2. Super Stations:

AFRTS networks in specific geographic locations providing their schedule of regional broadcasting services via satellite. These network outlets act as "super stations" providing feeds of their radio and television programming to their affiliates and other authorized outlets. Super station service should not be confused with AFRTS **SATNET** service.

3. Networks:

Networks in some geographic locations providing their own schedule of regional broadcasting services via microwave or cable, without the benefit of satellite transmission. Some of their programming is received from **SATNET**.

4. Duplication Facilities (DUPFACS):

An AFRTS outlet or other organization authorized to record and duplicate programming from the AFRTS **SATNET** feed, and to distribute that programming to other AFRTS outlets afloat or ashore via accountable videocassette copies.

5. Unmanned:

Designated AFRTS outlets having been authorized by AFIS to receive **SATNET** or super station broadcast service via satellite television receive-only (TVRO) equipment. These outlets are not funded or staffed by the Military Broadcasting Services, and are often located at small U.S. military installations, at U.S. Embassy and Consular facilities, and other remote locations with a U.S. DoD population.

5-105 SATNET SIGNAL COMPOSITION

The **SATNET** signal currently is composed of the following:

1. NTSC Composite Television:

Video with associated monaural audio (on B-MAC audio Channel 1). The SATNET-Television service consists of time-perishable news, sports, information and entertainment programming originating from U.S. broadcast, cable networks, and other sources. SATNET TV programming is received in the AFRTS-BC Television Operations Center via cable, satellite, or videotape is decommercialized; and is distributed via SATNET according to a prescribed schedule.

2. NTSC Composite Vertical Interval Signals:

a. AFRTS Net Alert System (NAS):

The SATNET television signal contains a text information data system referred to as the AFRTS "Net Alert System" (NAS). (See subparagraph 5-106.2.c.(2))

b. AFRTS SATNET Control Signals:

SATNET has the capability of transmitting specialized control signals (Latch Data). These signals are used, in conjunction with automated recording and playback and will be used for AFRTS systems currently being developed.

3. SATNET Radio Satellite Services:

Three radio satellite-delivered channels are available via SATNET:

- "The Voice Channel" (B-Mac channel 2 in mono)
- "The Multi-Service Channel"^u (B-Mac channels 3 and 4 forming a stereo pair)
- "The Music Channel" (B-Mac channels 5 and 6 forming a stereo pair)

a. The Voice Channel provides the Radio Broadcast Service, which consists of U.S. network newscasts, news analyses, commentaries, public affairs programs, play-by-play sports coverage, sports news and commentaries, news calls, information features, military service command information programs, and special events coverage 24 hours-a-day, seven days a week. These transmissions provide decommercialized, real-time radio programs to AFRTS land-based outlets, ships, and DoD personnel at remote locations not receiving service from an AFRTS outlet. The Voice Channel is delivered to land-based outlets via SATNET, and to Navy ships and land-based outlets (as a backup circuit) via AFSTRS (See section 5-103).

b. The Multi-Service Channel provides the Radio Broadcast **Service** durina those **periods** when **play-by-play** sports programming, or other special **programming**, is **airing** on The Voice Channel, thus pre-empting regularly-scheduled programming on that channel. Other closed-circuit programming may be fed on the Multi-Service Channel, to include: radio countdown shows; **long-**form feature material; and unanchored coverage of speeches, press conferences, etc. A hosted rock music format in stereo will be available on this channel at all other times.

c. The Music Channel provides two hosted music formats (Adult Contemporary and Country) in stereo 24-hours-a-day. These two formats alternate every six hours starting with Adult Contemporary at 0000 UTC daily.

d. All **SATNET** radio services are decommercialized by AFRTS-BC and contain hourly newscasts.

e. AFRTS-BC sends a series of audio test tones in two time periods on all radio satellite services on the first Tuesday (Pacific time) of every month to conduct radio circuit quality measurements. Outlets receiving the radio satellite services shall measure the level of the signal in **decibel/millivolts (dbm)** at each audio frequency. Within seven (7) days of each test, outlets shall send test results to AFRTS-BC-DOE by message. Messages will include measurement results, measurement test points, test equipment used, and **comments/suggestions**.

f. Technical problems with radio satellite services should be referred to local tech controls first, and the results reported to AFRTS-BC-DOE. Technical problems with leased cable circuits should be referred to the AFRTS Communications Division. (See DoD 5120.20-R, Appendix H for details and procedures.)

4. B-MAC Encryption

a. As satellite technology and programming proliferated in the 1980's, many satellite carriers saw the need for security systems to prevent the unauthorized "pirating" of their services. AFRTS also soon adopted a video scrambling system for the same reason.

b. A primary advantage of B-MAC is that it provides for a periodic change in the "**key**" authorization code which would frustrate any long-term attempt to pirate the signal or fabricate a decoder.

c. Intermittent or lengthy outages of the encrypted **SATNET** signal may occur whenever there is a loss of the satellite signal to the B-MAC decoder. This can happen at the local in-country link or at the AFRTS-BC uplink point. Loss or fluctuation of power to the decoder may also cause an outage. A reauthorization of the signal may take 5 to 20 seconds before the **SATNET** signal returns.

(1) B-MAC system-generated messages will appear during the outage:

SEARCHING. ■ .NO SIGNAL.

THIS AREAS PROGRAMS BLACKED OUT.

AUTHORIZATION KEY NOT RECEIVED.

(This particular wording is built into the system and cannot be altered presently.)

(2) As with all signal outages of considerable duration or frequency, steps should be taken to trace in-country disruptions before reporting these problems to AFRTS-BC. (See section 5-114 for more information of **SATNET** reporting procedures)

d. Since the B-MAC system incorporates the digital transformation of analog video and audio signals, it also includes the capacity for a digital data channel. AFRTS does not presently use this function, though studies continue on how it might best serve field outlets.

5-106 SATNET OPERATIONS

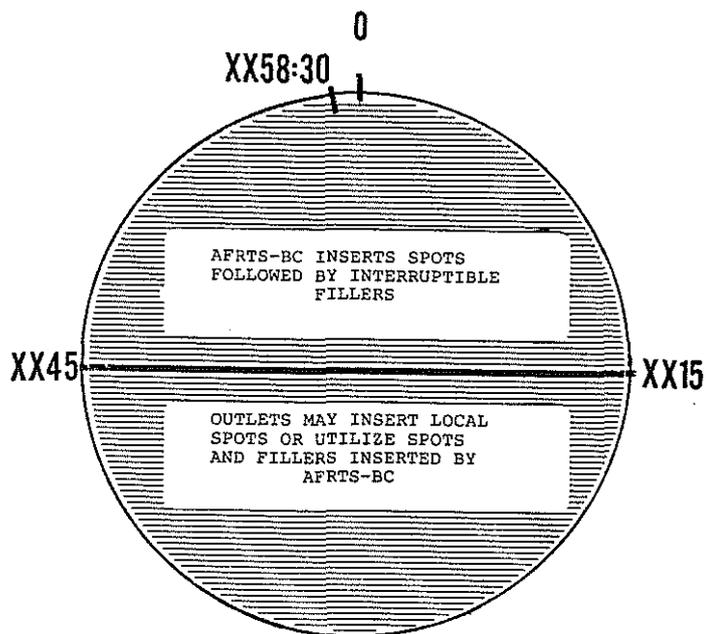
1. **SATNET** provides AFRTS outlets with live and **recently-**recorded time-sensitive programming. **SATNET** operations must be as flexible as possible, yet maintain standard format elements for smooth operation. The following elements support this goal:

2. Television Operations

a. SATNET TV DECOMMERCIALIZATION:

AFRTS-BC will cover all commercial breaks in "normal" **SATNET** programming. AFRTS-BC will insert at least one DoD or public service spot announcement followed by short, interruptible fillers (if necessary) in all commercial breaks of all television programs listed by name on the **SATNET** TV daily schedule. Only fillers (no spots) will be used to cover commercial breaks in programming identified on the daily schedule as CNN CONTINUES. A "NEXT" graphic will normally be used to

cover the time between scheduled programs. AFRTS outlets using SATNET television programs live, or on a tape delayed basis, **ARE NOT PERMITTED TO COVER OR REPLACE** spot announcements that are aired by SATNET in the **TOP HALF OF EACH HOUR** (15-minutes before the hour until 15-minutes after the hour. See Figure 5-1.)



(Figure 5-1)

Users are encouraged to insert local announcements during breaks in the bottom half of the hour, but may carry the AFRTS-BC material if desired.

b. Emergency Procedures (RAW FEED):

In an emergency SATNET may carry, without notice, a raw network feed containing commercial messages. In these instances, outlets using SATNET programming **MUST DELETE ALL COMMERCIAL MESSAGES** prior to local use or DUPFAC **immediately** even if the local transmission is scrambled or on cable only. If commercials are inadvertently aired, the outlets must **immediately** notify the Director, AFIS, their Broadcasting Service Headquarters, and AFRTS-BC, stating the **date/time** when commercials aired, the duration, and the reason for their **non-deletion**.

c. SATNET Advisories:

(1) Television Advisory Blocks:

These closed-circuit feeds include TV program **schedules/changes**, advisories, general information, promotional aids, and special feeds from Armed Forces Digest and other military sources. Advisory blocks are fed daily at **1130 UTC**, and Monday through Friday at **2300 UTC**, November through March; and daily at **1030 UTC**, and Monday through Friday at **2200 UTC**, April through October (See figure 5-2). All full-service **SATNET TV** outlets and DUPFACs are required to videotape each closed-circuit advisory block in **its entirety** to ensure receipt of all information, to provide a source tape for local use, and to preclude the need for **refeeds**. The information in these feeds is time-sensitive, and must be reviewed for content and quality as soon as possible. AFRTS-BC normally does not retain materials provided during these closed-circuit advisory blocks, and **refeeds** may not be possible.

SATNET TV ADVISORY BLOCK FEED SCHEDULE

CONUS TIME	MON	TUE	WED	THU	FRI	SAT	SUN
Standard (Nov-Mar)	1130 2300	1130 2300	1130 2300	1130 2300	1130 2300	1130 -----	1130 -----
Daylight (Apr-Oct)	1030 2200	1030 2200	1030 2200	1030 2200	1030 2200	1030 -----	1030 -----

(Figure 5-2)

(2) SATNET Net Alert System (NAS):

(a) **SATNET** sends radio and television operational messages to full-service **SATNET** outlets and DUPFACs via the **SATNET Net Alert System (NAS)**. **SATNET** program schedules and short-notice changes, program information, advisories, signal **outage/problem** information, etc., will be addressed to individual outlets or the entire **SATNET** system on the NAS.

(b) The NAS consists of text encoding equipment located in the TV Operations Center; and decoders, monitors, and printers which display the text at the **SATNET** outlets.

(c) The NAS text appears alone, or superimposed over **SATNET** video on designated TV monitors at the **SATNET** downlink outlet, and is printed by the associated printer. This

equipment must be located in a conspicuous place in the master control area of the downlink outlet, and must be monitored by outlet personnel.

(d) The printed NAS copy must be reviewed by operators frequently, and by key personnel daily. The local outlet is responsible for maintaining an adequate supply of paper in stock, and loaded on the NAS printer at all times. Ribbons should be changed as needed to insure legible copy. NAS messages are not normally retransmitted.

(e) The NAS may be used by any AFRTS-BC element to transmit short-suspense, time-sensitive information. These messages must be passed to the addressee ASAP.

(f) Each AFRTS outlet NAS decoder has the capability of keying an alarm bell or buzzer when activated by AFRTS-BC. All outlets must ensure an audible or visible alarm has been installed that will alert their operations personnel to urgent messages from AFRTS-BC.

(g) An automatic test of the NAS is generated from AFRTS-BC daily between 1400 and 1420 UTC. There is no text to the test message, which consists of the message number, the outlet ID, and decoder number. Outlets will establish local procedures to ensure the test message is logged or otherwise noted by Engineering and/or Operations personnel. If it appears that the NAS equipment is not functioning, notify AFRTS-BC immediately at DSN (formerly called AUTOVON) 348-1339 or comm. (818) 504-1339.

(h) If the AFRTS-BC NAS system fails, **SATNET TV** will revert to the use of character generator messages preceded by the **"TV ALERT"** graphic.

(3) Television ALERT Graphic:

The **SATNET** Television Operations Center maintains a distinctive, red graphic to indicate that the information or program material which follows is either not intended for on-air use at all, or not for broadcast at that time. Formerly known as the **BREAK-AWAY** graphic, the **TV ALERT** graphic will precede critical programming or operational information. This graphic will air for ten seconds, followed by closed-circuit feeds or special information which may indicate short-notice changes in the program schedule, transmission problem advisories, etc. If time permits, the **TV ALERT** graphic will be used only between programs on the hour or half hour. If the **TV ALERT** message is urgent, it will occur at the next available commercial break regardless of its position on the clock. If used during a commercial break, **SATNET TV** will follow

the TV ALERT message with a "CONTINUES," or other graphic indicating the alert message has ended. The TV ALERT graphic will normally be used only if the AFRTS NAS is inoperative.

(4) Host-Country Sensitivity Alerts:

Most radio and television programs on **SATNET** are carried live from the source. AFRTS-BC usually is unable to provide any advance warning regarding program content. When information is available indicating the program contains material potentially sensitive to a host country, an NAS message will be sent prior to airing the program. The message will be headed by the words "Sensitivity Alert" and will include the program title, in and out times of the potentially-sensitive portion, the affected outlets, and a reference to the nature of the sensitivity. If the AFRTS NAS fails, **SATNET** TV will display the "TV Alert" graphic followed by a brief message prior to airing the subject program. The message graphic will contain the same information as the NAS message, but will not include a reference to the nature of the sensitivity.

5-107 SATNET OUTLET PROCEDURES

1. Recording SATNET Programming:

a. Any **SATNET** TV program recorded by overseas AFRTS outlets for later on-air, or in-station use will be recorded on AFRTS blue-shell cassettes only. To prevent needless requests for **refeeds**, outlets will ensure that a backup tape is recorded. Outlets will locally develop a label (i.e. computer-generated or pre-printed) to satisfy identification requirements. However, cassettes or tapes used to record **SATNET** programs will have the red label with the AFRTS logo and the acronym **SATNET** in white affixed **thereto**. Supplies of this label are available by request to AFRTS-BC/DOP.

b. The programs and cassettes will be controlled as specified in 5120.20-R section 3-101. Navy DUFFACS should refer to NAVBCSTSVC INSTRUCTION 5770.1A DATED 1 MAR 89.

c. **SATNET** outlets duplicating and distributing AFRTS programs to other authorized AFRTS outlets will report on a weekly basis the titles of programs distributed. The report will be submitted via AUTODIN message to AFRTS-BC/DOP, with information copies to their respective broadcasting service or squadron as appropriate.

d. All programs reported as duplicated and distributed in accordance with paragraph 5-107.1.c. above must be returned to the DUFFAC and erased. When this has been accomplished for all copies reported, a subsequent report of duplication and

distribution should so note. As an example, when all copies of all programs reported distributed in a message with a date-time group (DTG) of 2512542 MAR 91 have been returned and erased, the message for a **subsequent** week's distribution would cite the DTG as a reference and report that all copies of all titles in that reference have been erased. This provides positive assurance that all duplicated copies of AFRTS-BC programming are accounted for.

2. Requests for SATNET TV Refeeds:

SATNET TV transmits most programs directly from incoming sources. For these programs, no tape is available; therefore, no **refeed** is possible. **SATNET** TV outlets and DUPFACS are expected to obtain good copies of **SATNET** TV programs during the scheduled initial feed. Videotape recordings of **SATNET** TV programs should be reviewed for any problems as soon as possible after recording. If a bad or incomplete recording was obtained:

a. Ensure any problems at the **receiving/recording** site are corrected as soon as possible and prior to requesting a refeed.

b. Contact AFRTS-BC via TELEEX, FAX, telephone, or **Autodin** within 48-hours of the initial program feed, to determine if a **refeed** is possible. AFRTS-BC will hold program tapes for 48-hours after airing when possible.

c. When requesting a **refeed**, give AFRTS-BC the following information:

(1) Your Outlet (Unit & Location).

(2) Your name, rank, position or title.

(3) Name of the program you need **refed**.

(4) **How** much of the program you need. Be as specific as possible: all of it, the first 5-minutes, everything after the last break, etc.

(5) When you plan to air the program. State your scheduled air **date/time** in UTC terms.

(6) Reason for the **refeed**, such as equipment malfunction (specify), snow storm, operator error, scheduling error, etc.

d. If you are not given a **date/time** for the **refeed** via telephone or telex, monitor the NAS and/or advisories for the scheduled **refeed** time. If a tape is available and the **SATNET**

schedule **permits**, AFRTS will **refeed** as soon as possible. Because **refeeds** interrupt regularly-scheduled **SATNET** programming, requests should be made only when absolutely essential to sustain local programming **requirements**. (IMPORTANT: If a program is announced as being **refed** for another **SATNET** outlet, use that **refeed** for your outlet needs rather than requesting another **refeed**.)

5-108 CONTINGENCY AND BACKUP TV PROGRAMMING

1. Outlets planning to air any **SATNET** TV program LIVE (simultaneous with reception) should **ALWAYS** have backup programming ready to use in the event of unforeseen technical problems, such as:

- a. Loss of signal at the source.
- b. Loss of incoming signal **at** AFRTS-BC.
- c. Loss of **SATNET** signal path.
- d. In-country or in-house signal loss at your outlet.
- e. B-MAC encryption problems.

2. Stations which utilize live newscasts from **SATNET** are urged to record a preceding CNN **HEADLINE NEWS** for backup. **SATNET** outlets should periodically remind their audience of the possible technical or clearance problems that could prevent airing **04** a scheduled **SATNET** program. A continuing education program for your audience will help reduce negative feedback when an outage or preemption does occur.

5-109 RETENTION OF MATERIALS RECORDED FROM **SATNET**:

1. Satellite delivery is the most timely method for the transmission of TV programming. While local programming needs determine when a **SATNET** TV program is used at an overseas outlet, the following guidelines apply: (DUPFACS refer to NAVBCSTSVCINST **5770.1A** for additional guidance)

a. Major news events (**e.g.**, Presidential News Conferences, State of the Union Address, Secretary of Defense News Conferences, Presidential Debates, etc.) should be aired live if possible, and then re-aired if necessary in the local equivalent of prime time to insure maximum audience exposure.

b. Thirty-minute newscasts should be aired live or within 12-hours. Newscasts should always be reviewed to insure contents have not been outdated by previously-broadcast information.

c. Time-sensitive sports and entertainment programs (e.g., "The Academy Awards," "The Super Bowl," etc.) should be aired live, if possible, or tape delayed for airing at a more appropriate time.

d. Information Programs dealing with current events (e.g., "Meet The Press," "Face The Nation," etc.) should be aired ASAP, within 48-hours if feasible. If tape delayed, the program should be reviewed to insure the content is not outdated. If some conditions have changed since the program was recorded, an audience advisory is suggested (e.g., "This program was recorded prior to the Summit Conference" or "This program was recorded prior to the death of Mr. _____.")

e. Some entertainment programs, sports events, and non-time sensitive information programs may be delayed for up to 60 days after the SATNET feed. Requests and justification to use SATNET materials beyond 60-days should be forwarded to AFRTS-BC-DOPT and appropriate military broadcast services via AUTODIN message or Telex. Local recordings of these programs may then be retained, but NOT aired until specific permission is granted.

f. Some special programs, and/or program materials will be transmitted via SATNET with specific instructions that they are to be recorded, retained in-station, and used beyond 60-days. These programs (TL, TTL, Promotional, or TV materials) will be clearly identified by AFRTS-BC. This special identification should be placed on the cassette labels, as well as "kill" or erase dates and other special handling instructions. Some of these materials (TL, TTL) are accountable and must be maintained in accordance with section 4-105.

g. CNN and CNN Headline News programs sent via SATNET are to be used-as originally telecast. However, whole segments contained within CNN and CNN Headline News programs that stand alone as news features, fillers or actuality inserts may be excerpted and used for those purposes. Outlets are also authorized to delete entire stories where host nation sensitivities are concerned. (see paragraph 4-101.1.a. for additional information.) However, outlets must guard against altering the editorial content of any CNN program. Program credits, including the applicable logos and copyright notices will not be deleted.

5-110 SUN OUTAGES

1. Sun outages occur daily during a two-week period twice a year as the earth's rotation aligns downlink locations and the satellite with the sun. The electro-magnetic radiation from the sun overpowers the relatively weak satellite signal and affects downlink reception, noticeable as partial degradation to total

loss of signal. These outages last anywhere from several seconds to several minutes.

a. When made available by **SATNET** satellite contractors, sun outage timetables for many **SATNET** locations are distributed by AFRTS-BC. These timetables accurately forecast the time and duration **during which** sun outages can be anticipated.

b. Do not confuse sun outages with "**sun spot**" activity. Sun spots are noted for their effect on shortwave radio transmissions and do not normally affect satellite reception.

5-111 RADIO OPERATIONS

1. Radio Program Notes:

These closed-circuit feeds include the latest broadcast schedules, advisories, general information, program promotional aids, and special feature program feeds from various sources. The first Radio Program Notes block is fed on the Radio Broadcast Service Monday through Friday at 1835 UTC November through March, and 1735 UTC April through October. A second Program Notes block is fed Tuesday through Saturday at 0635 UTC November through March, and 0535 UTC April through October. (See figure 5-3.) **AFRTS** radio outlets are required to tape each closed-circuit Program Notes block in its entirety to ensure receipt of all information, to provide a source tape for local use, and to preclude the need for **refeeds**. The information in these feeds is time-sensitive, and must be reviewed for content and quality as soon as possible by outlet programmers. AFRTS-BC normally does not retain materials provided during these closed-circuit Program Notes, and **refeeds** may not be possible.

a. Time permitting, field outlets are notified of special events, breaking news developments, and changes in the schedule via the AIN (Affiliate Information Network) and/or the NAS (Network Alert System) when required. **AUTODIN** service is also employed for routine, regular traffic messages.

RADIO PROGRAM NOTES FEED SCHEDULE

CONUS TIME	MON	TUE	WED	THU	FRI	SAT	SUN
Standard (Nov-Mar)	---- 1835	0635 1835	0635 1835	0635 1835	0635 1835	0635 ----	---- ----
Daylight (Apr-Oct)	---- 1735	0535 1735	0535 1735	0535 1735	0535 1735	0535 ----	---- ----

(Figure 5-3)

5-112 SATNET PROGRAMMING POLICIES

1. SATNET Scheduling Priorities:

SATNET draws from all stateside sources, and priority is given to programs in the following categories. Generally, scheduling priority is in the listed order. When tape delaying SATNET programs, outlet managers must exercise good judgement in the use of "Recorded Earlier" disclaimers, to avoid misleading the audience.

a. Breaking News (Special Reports):

Consists of unscheduled coverage of news events which are provided to SATNET live. Outlets should broadcast these programs live or as soon as possible. When possible, SATNET Operations will alert outlets of impending breaking news coverage.

b. Scheduled News:

Consists of regularly-scheduled, formatted network newscasts. Outlets should broadcast these live or within twelve hours of receipt. (These programs should be used in the same sequence as received.)

c. Sports:

(1) Live: Consists of live coverage of sports events. Outlets should broadcast these live or as soon as possible following receipt, and they may be rebroadcast at a later time for maximum audience availability.

(2) Tape Delayed: Consists of sports events, sportscasts and other sports programs that have been previously recorded.

d. Information:

Consists of live or tape-delayed information or public affairs programming. Outlets should broadcast these programs as soon as possible after receipt, consistent with the program's newsworthiness. For example, an outlet normally would **not** broadcast an interview program with hopeful election candidates after the election.

e. Other Perishable Programming:

Consists of other programs sent as part of the SATNET schedule. If aired, these programs should be scheduled in a timely manner.

f. TV Closed-Circuit feeds:

"Closed Circuit" is a term used in the television industry to refer to special feeds of programs or program material to be RECORDED ONLY and not to be used for live broadcast at that time. **SATNET** Closed-Circuit feeds are used to provide advisories, program information, program promotional materials, news feeds, program fillers, **refeeds**, and new AFRTS and **DoD** contract spot announcements, as well as materials to be recorded for long-term retention, such as films or shows designated as TL or TTL materials. Material in **SATNET Closed-Circuit** feeds are not prepared for on-air use and contain slates, countdowns, or other **non-airable** operational components.

g. SATNET Refeeds:

Consist of program material previously fed on **SATNET** which has been requested by an outlet, and for which a tape is available. **Refeed** time is scarce on the **SATNET** schedule. (Also see subsection 5-107.2.)

5-113 SATNET TV PROGRAMMING ADMINISTRATION:

1. The **SATNET** TV Schedule is composed of recurring programs, non-recurring programs, **refeeds**, and Closed Circuit feeds.

a. Recurring:

A recurring program or series is, as the name implies, a program which occurs every day at the same time, or a program which occurs once each week at the same time. Examples are: CBS News "60 Minutes," NBC News "Today," or ABC News "Nightline." .

b. Non-recurring:

A non-recurring program is a program that changes from day to day, or week to week, or may be a ONE TIME ONLY (OTO) Special. Non-recurring programs include shows like "The Miss America Pageant," many sports events, news specials, etc.

2. SATNET TV Program Schedules:

The **SATNET** TV Schedule lists two major types of programs, recurring, or continuing programs, and non-recurring, or OTO special programs and sports events.

a. Recurring **SATNET** TV programs are initially identified in the "PROJECTED AFRTS **SATNET** TV PROGRAMMING" or the "ADVANCE AFRTS **SATNET** TV SCHEDULE " messages transmitted weekly

by AFRTS-BC on AUTODIN and AFRTS AIN circuits. (See subsections 5-113.3. and 4.) After a program or series is established in the SATNET TV schedule, it is no longer listed in subsequent messages unless there is a change, or to clarify non-recurring schedule information. Changes may include a preemption, a change in length, feed time, clearance status, or when special program information becomes available.

b. Non-recurring programs are also scheduled in the weekly "PROJECTED SATNET TV PROGRAMMING" and "ADVANCE SATNET TV SCHEDULE" messages.

3. Projected Schedule:

a. The "PROJECTED SATNET TV PROGRAMMING" message is normally transmitted on Wednesdays at approximately 2200 UTC and chronologically lists the SATNET TV schedule from 0000 UTC, Thursday, through the next thirteen days, which includes two weekends. This message is transmitted as a PRIORITY AUTODIN message and also on the AFRTS Affiliate Information Network (AIN). The AUTODIN message arrives at local communication centers and is distributed to the local AFRTS outlet. The AFRTS AIN message is sent directly to all AFRTS outlets with AIN service. The AFRTS AIN was formerly referred to as the AFRTS NEWSWIRE.

b. The first paragraph of the "PROJECTED SATNET TV PROGRAMMING" message establishes the conditions of the message and reads as follows: "THE FOLLOWING NON-RECURRING TELEVISION PROGRAMS ARE PROJECTED FOR SATNET TRANSMISSION ON UTC DAY/DATE/TIMES INDICATED. LISTED PROGRAMS ARE LIVE AND CLEARED FOR USE BY ALL AUTHORIZED AFRTS SATNET TV OUTLETS UNLESS OTHERWISE NOTED. ADDITIONS, DELETIONS, AND CHANGES ARE NOTED BY THE SYMBOL ///-IN THE LEFT MARGIN. ONLY NEW OR ABSTRACTED PROGRAM CONTENT INFORMATION IS LISTED. FULL SERVICE AFRTS SATNET OUTLETS AND DUPFACS MUST MONITOR AFRTS NET ALERT SYSTEM (NAS) AND SATNET ADVISORIES FOR LATE CHANGES, ADDITIONS, OR DELETIONS TO THIS PROJECTED SCHEDULE." Because late changes may be made to SATNET programming for many reasons, it is important to monitor the Net Alert System (NAS) and advisory blocks regularly.

4. Advance Schedule:

a. The "ADVANCE SATNET TV SCHEDULE" message is normally transmitted on Thursday at approximately 2200 UTC and begins where the "PROJECTED SATNET TV PROGRAMMING" message ends. This message lists programming information for several weeks into the future. The "ADVANCE SATNET TV SCHEDULE" message is transmitted as a ROUTINE AUTODIN message only. It is not transmitted on the AFRTS AIN due to the slow speed of that system and the length of the message. Because of the expanded time period covered by

this message and the variables in projecting news and sports events, this message is more subject to change than the "PROJECTED SATNET TV PROGRAMMING" message. This message is provided primarily as an advance scheduling tool for TV Programmers.

b. The first paragraph of the "ADVANCE SATNET TV SCHEDULE" message establishes the conditions of the message and reads as follows: "THE FOLLOWING ADVANCED INFORMATION IS PROVIDED FOR TV PROGRAMS PROJECTED FOR TRANSMISSION ON SATNET ON UTC DAY/DATE/TIMES INDICATED. LISTED PROGRAMS ARE LIVE AND CLEARED FOR USE BY ALL AUTHORIZED AFRTS TV OUTLETS UNLESS OTHERWISE INDICATED. /// IN THE LEFT MARGIN INDICATES ADDITIONS, DELETIONS, OR CHANGES. RECURRING AND NONRECURRING PROGRAM CONTENT INFORMATION IS PROVIDED WHEN AVAILABLE. FULL SERVICE AFRTS OUTLETS MUST REVIEW THE WEEKLY "PRIORITY" PROJECTED SATNET PROGRAM MESSAGE FOR LATE CHANGES TO THIS ADVANCED PROGRAM SCHEDULE.

c. The PROJECTED and ADVANCE messages may be combined if there is insufficient advance information to justify two separate messages. Additional messages may be transmitted when the SATNET schedule contains a large number of special events, (e.g., Thanksgiving Weekend, Christmas, New Year's, Super Bowl Sunday, the Olympics, sports playoffs and championships, etc.)

5. SATNET Sports Planning Calendar:

The SATNET SPORTS PLANNING CALENDAR is transmitted to AFRTS Television outlets as an in-house working guide to anticipated events that may be televised during a projected six-month cycle. The calendars are usually transmitted in early June, covering the period of September through February of the next year, and again in November, to cover the period of March to August of the following year. While fairly accurate, times and dates are subject to change by U.S. networks and stations. The planning calendar is based on the best information available from various sports media groups at the major networks including ESPN, Turner Broadcasting Service, Sports Channel America, etc. This information should not be disseminated to the general viewing public until confirmed and finalized via regular SATNET TV schedules.

6. Program Clearances:

Broadcast clearance status is indicated for each program listed in the PROJECTED and ADVANCE messages. Typical clearance status indicators would be:

a. CLEARANCE PENDING FOR ALL STATIONS:

This indicates that AFRTS-BC is hopeful of obtaining full clearance and is placing the program in the **SATNET** TV schedule with the expectation that it will be cleared prior to the air date.

b. RESTRICTED FOR (PANAMA) AND (KOREA):

This indicates that the program may be used by all authorized AFRTS outlets except those indicated. Even though the restricted AFRTS outlets will see the program as it is aired on **SATNET**, AFRTS programmers and operations personnel at those restricted outlets must ensure that these programs are not broadcast. The restriction may be lifted at a later date and one, or more, of the restricted outlets may be given permission to air the program.

c. CLEARED FOR USE BY ALL STATIONS:

This phrase indicates that the subject program is being listed for the first time and is CLEARED, or it has been previously listed as either a PENDING or RESTRICTED program, and has since been cleared.

d. CLEARANCE CHANGES:

If a program has been listed as CLEARANCE PENDING and clearance is not received, or it is determined that the program is not available to AFRTS at this time, the program will be deleted from the **SATNET** schedule. This deletion will normally take place not later than 2300 hours UTC of the day preceding scheduled airing, or not later than 2300 hours UTC of the Friday preceding a scheduled weekend airing. This deletion from the schedule will be transmitted via the NAS and, if time permits, placed in the advisory block. If sufficient advance notice is available, an **AUTODIN** and/or **AIN** message may also be transmitted.

e. Because of the possibility of a last minute deletion, it is important that projected **SATNET** program information not be publicized until clearance has been obtained. Outlets have the option of tape delaying a program cleared at the last minute and scheduling it after adequate local promotion of the show has been arranged. Occasionally, a program that has been previously cleared will become restricted to one, or more, or all AFRTS outlets, due to unforeseen circumstances. When these clearance changes occur, AFRTS-BC will notify all affected outlets as soon as possible.

5-114 SATNET RECEPTION/DISCREPANCY REPORTS

1. All SATNET outlets are required to submit a monthly discrepancy report (see example for format). This report is to be transmitted via routine AUTOIN message on the first working day of the month addressed to AFRTS-BC//DOE and AMFINOS, with information copies to network/squadron headquarters and broadcasting services as applicable. Outlets aren't required to report negative findings.

2. The report lists two types of discrepancies:

a. Technical discrepancies:

Disruptions occurring due to "downlink", "in-country" or "power outage" problems or conditions that cause a loss and/or degradation of the SATNET signal for **more than 30 minutes**. (B-MAC outages are defined as "downlink" problems and will be reported in this section when the sustained outage period is more than 30 minutes or when momentary, erratic outages impair programming content.) Outlets must adequately describe actions taken to determine the source of the problem and how it was resolved.

b. Operational discrepancies:

Obvious commercial advertisements, programming inconsistencies or other operational faults attributed to AFRTS-BC. Outlets will not report discrepancies with a duration of **less than five seconds** unless these problems recur frequently in a given period of time. (i.e. four or five times an hour, or at a particular time each day.)

3. Conditions previously identified or disclaimed by AFRTS-BC **will not be reported**. It's essential that outlets review NAS message traffic prior to compiling the discrepancy report.

SAMPLE SATNET RECEPTION/DISCREPANCY REPORT:

FM (REPORTING OUTLET)

TO CDR AFRTS-BC LOS ANGELES CA//DOE//

AMFINOS WASHINGTON DC//AFRTS//

INFO (NETWORK/SQUADRON HEADQUARTERS)//

(BROADCASTING SERVICE HEADQUARTERS)

UNCLAS

SUBJ: **SATNET RECEPTION/DISCREPANCY REPORT FOR MONTH ENDING 31 OCT 91.**

A. DOD 5120.20-R, APPENDIX F JAN 1991.

1. TECHNICAL DISCREPANCIES: (DESCRIBE QUALITY OF AUDIO/VIDEO SIGNAL IN GENERAL, NON-TECHNICAL TERMS)

4 OCT, 1105 UTC, COMPLETE LOSS OF SIGNAL DURING TONIGHT SHOW, 44 MINS, POWER LOSS AT RECEIVER SITE.

13 OCT, 0550 UTC, B-MAC OUTAGE, 1 HOUR, 20 MINS, LOOSE CONNECTOR WIRE ON DECODER.

25 OCT, 1138 TO 1550 UTC INTERMITTENT VIDEO BREAKUP OF SIGNAL OCCURRING IN INSTANCES AVERAGING 10 SECONDS, TRACE OF PROBLEM ALONG SIGNAL ROUTE INCONCLUSIVE, NO RECURRENCE SINCE.

2. OPERATION DISCREPANCIES:

12 OCT, 0237 UTC, SPORTS TONIGHT, 20 SECONDS, PROGRAM WAS REWOUND ON AIR, THEN FADED TO **BLACK** AND RESUMED AT APPROXIMATELY THE CORRECT PLACE IN PROGRAM.

17 OCT, 0425 AND 0447 UTC, HEADLINE NEWS, SAME SPOT ON PRIDE IN UNIFORM AIRED TWICE.

24 OCT, 0717 UTC, TODAY SHOW, FOLGERS COMMERCIAL AIRED FOR 15 SECONDS.

CHAPTER 6

ADMINISTRATION

6-100 IDENTIFICATION OF UNITS

AFRTS-BC assigns an identification code to each regular unit shipped.

1. For all units except FM, FML, FMR, TL, and TTL, the identification code is formed as follows:

a. The letter prefix denotes the type of shipment, **e.g.**, RU, **RP/L**, RT, TW, TPA, TWB and TWC.

b. The one or two digits that follow indicate the week of the current calendar year the material was shipped from AFRTS-BC, **e.g.**, TW 38-.... (week 38).

c. The last digit of the identification code is the last digit of the current calendar year, **e.g.**, TW 38-1 (1991). Thus, the Television Weekly unit shipped from AFRTS-BC during the 38th week of calendar year 1991 was identified as TW 38-1.

2. FMR, FMP, FML, RM, TM, TL, and TTL shipments are labeled as follows:

a. The letter prefix denotes the type of shipment, **e.g.**, FMR....

b. The digit that follows is the last digit of the current calendar year during which the unit was first shipped from AFRTS-BC, **e.g.**, FML 1-.... (year 1991).

c. The last digit(s) is/are the number(s) assigned to identify the specific shipment. These numbers are assigned sequentially during the calendar year and are unrelated to a specific calendar week, **e.g.**, FMR 1-18. Thus, FMR 1-18 refers to the 18th FM Religious program unit shipped during calendar year 1991.

6-101 DOCUMENTATION

AFRTS-BC provides a wide variety of printed documentation in support of the various program services. It is included with the appropriate shipment and/or mailed in a consolidated weekly mailing to each outlet. Some documentation is mailed separately and some is transmitted by message. As a general rule, for program materials circuited or held only briefly at each outlet,

retain one copy of the associated documentation on file for three months after the unit is forwarded to the next outlet, disposed of, or returned to AFRTS-BC. For permanent outlet program materials, the documentation should be retained one year after the materials are incorporated into the outlet library, until the materials are returned to AFRTS-BC, or until no longer needed. Other specific retention periods are indicated in the descriptions below. Following are the major types of documentation provided by AFRTS-BC:

1. Packing Lists:

Packing lists (AFRTS Form 34) are provided for all shipments. Basic information included in the packing list includes the unit type and number, shipping date, packing list item number, program title, production number, and running time. Other included information varies according to the medium and type of program material. Occasionally, packing lists will contain special instructions applying only to the corresponding shipment. In such cases, the special instructions contained on the packing list take precedence over the standard instructions given in this publication.

a. For most program materials, one copy of the packing lists is placed in the consolidated weekly documentation mailing sent to the outlets. For RU, one copy is mailed in advance directly to the second outlet on each circuit.

b. Packing lists are included with each program unit when the unit is shipped from the contractor's duplication facility. For multiple-container program materials, the packing list will be in container (or box) #1. If the program material is circuited, or shipped from one outlet to another, there is one copy of the packing list for each outlet on the circuit, plus one additional copy which must stay with the unit at all times.

(1) For RL, TL, FMR, FML, and FMP, one copy of the packing list is included with each shipment and should be retained until the materials are incorporated **into** the local library and/or TV Station Library Inventory List. (See subsection 4-105.3).

(2) For RT, one copy of the packing list is included with each shipment and must remain with the unit when it is returned to the Duplicating Contractor.

2. Program Synopses:

Program synopses are often prepared and included with program materials. For TW, TL, and **TTL units**, these synopses are distributed in a publication for that unit titled Tele-Tips.

Synopses for radio program materials, when available, are included with the shipment but have no specific title.

a. Tele-Tips:

Published each week for the TW units, and as required for TL and TTL units. These publications contain program synopses, run times, advance program changes, notices of possible sensitivities and/or program content requiring review for scheduling or viewer advisory consideration, as well as notation of spots and natural breaks (and fillers if used to extend program run times to **13:30, 28:30, 43:30, or 58:30**) in each program. One copy of Tele-Tips is included in the consolidated weekly mailing to appropriate outlets. Additions and corrections may be published later as a Tele-Tips Supplement and must be incorporated into the respective issue of Tele-Tips.

b. One copy of Tele-Tips is included with each TW, TL, and TTL program unit when the unit is shipped from the duplication facility. For multiple box (or case) program units, Tele-Tips is packaged with the packing **list(s)** in container #1. Since there is only one copy of Tele-Tips in these shipments, that one copy must stay with the unit at all times.

3. Radio Program Index Cards:

Published each quarter and mailed directly to each radio outlet. Each outlet will rate each show listed on the card, even if the show is aired by your Network Headquarters. The rating process is listed on the card using a 1 to 5 scale with 5 being the top rating. If a show **isn't** used, line through it. One card must be filled out by the station manager or program director and returned to AFRTS-BC-DOPR before the indicated deadline. (See subsection **1-106.5**).

4. Mini-TV Program Index Cards:

Published each quarter and mailed directly to each Mini-TV outlet. Each outlet will rate each show listed on the card. The rating process is listed on the card using a 1 to 5 scale with 5 being the top rating. If a show isn't used, line through it. One card must be filled out by the Mini-TV Controller and returned to AFRTS-BC-DOPT before the indicated deadline. (See subsection 1-106.5).

5. TV Station Library Inventory List:

Computerized listing showing the accountable TL and TTL materials in an **outlet's** TV station library. (See subsection 4-105.3).

6. Circuit Managers receive three copies of appropriate packing lists and one copy of Tele-Tips to assist them in their responsibility of assuring onward flow and proper control of programming materials.

7. Outlets are authorized to locally reproduce AFRTS-BC documentation. When there is a recurring requirement for additional copies, notify AFRTS-BC. Outlets receiving excess documentation should also notify AFRTS-BC.

8. Local reproduction of AFRTS-BC forms is authorized.

6-102 RETURNING PROGRAM MATERIALS

1. All Navy ships and other outlets will return Radio Tape (RT) units to the address listed in paragraph 6-102.6.a.

2. The last outlet on each television circuit will return TW, TWB, and TWC materials to the Duplicating Contractor's address listed in paragraph 6-102.6.b.

3. All outlets will return TPA, TL, and TTL units to the Duplicating Contractor's address listed in paragraph 6-102.6.b.

4. Fleet circuit managers will return TWB units to the Duplicating Contractor's address listed in paragraph 6-102.6.b.

5. Addresses:

a. AFRTS Radio Tape Service Duplicating Contractor
Address:

Domain Communications

ATTN: Mr. James Draper

289 Main Place

Wheaton/Carol Stream, IL 60187

b. AFRTS Television Duplicating Contractor address:

Armed Forces Radio and Television Service

C/O AME, INC.

5510 Cleon Avenue

North Hollywood, CA 91601-2835

c. AFRTS Broadcast Center Address for parcels:

Armed Forces Radio and Television Service
Broadcast Center
9012 **Glenoaks** Boulevard
Sun Valley, CA 91352-2039

d. **AFRTS-BC/Navy** Broadcasting Service Detachment:

Armed Forces Radio and Television Service - BC/FLO
Navy Broadcasting Service Detachment Los Angeles
9012 **Glenoaks** Boulevard
Sun Valley, CA 91352-2039

6-103 PREPARATION OF MATERIAL FOR SHIPMENT

1. Internal:

a. Videocassettes are to be shipped fully tails-out, without rewinding. Audio tapes may be shipped either way.

b. The ends of open-reel audio tapes are to be secured using masking tape. Cellulose tape may not be used as the adhesive may adhere to the tape and damage playback equipment. All damage should be repaired prior to shipping.

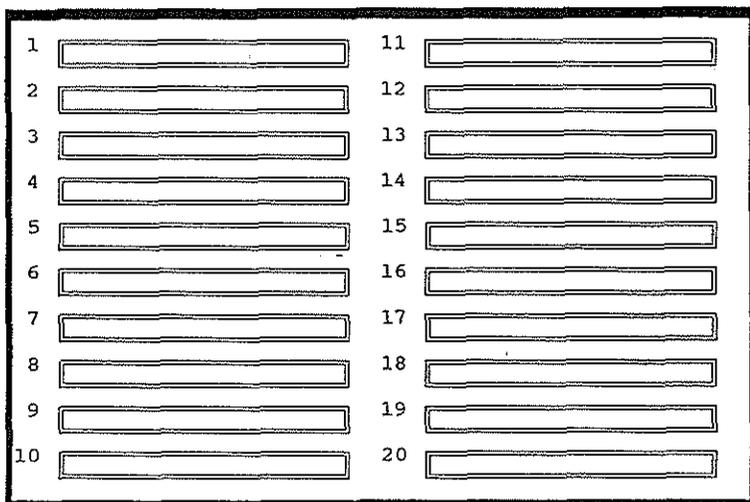
c. Defective or unairable videocassettes are not to be repaired by the outlets (see subsection 4-102.3).

d. Program labels must be double-checked to ensure that units are not inter-mixed. **All materials will be forwarded with the unit in which they were received, unless other specific instructions have been received from AFRTS-BC.**

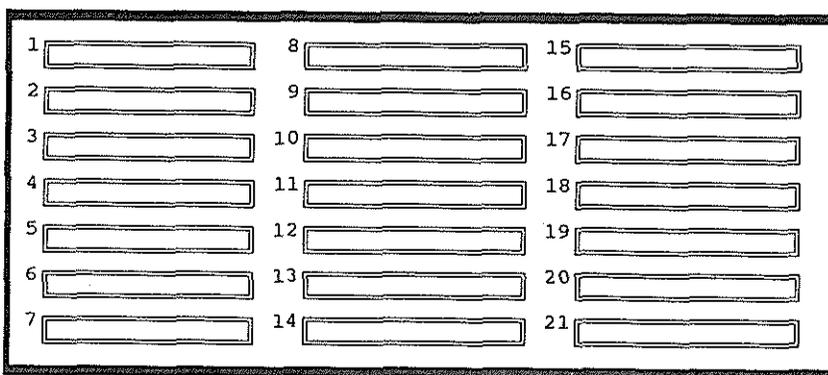
e. Packing lists must be enclosed with units. For multi-box units, packing lists will be placed in container #1 of the shipments.

f. Cassettes will be packed in shipping containers in the manner illustrated in Figure 6.1. Dunnage blocks, if inserted by the contractor to fill empty spaces, will be left in place to indicate an intentionally empty slot en route to the next outlet on the circuit or return to AFRTS-BC.

BETACAM TAPE PACKING CONFIGURATION (TW)



BETAMAX TAPE PACKING CONFIGURATION (TWB/TWC)



(Figure 6-1)

2. External:

a. Units will be forwarded or returned in original shipping containers. If the original shipping containers have been damaged and cannot be repaired locally, AFRTS-BC must be notified promptly. If sufficient time is available, AFRTS-BC will forward a replacement shipping container. However, shipments must NOT be held up while waiting for a replacement container. If an AFRTS-BC-supplied shipping case is not available, outlets will pack the materials in the best available container, making sure that the container is properly packed and sealed to minimize the possibility of damage.

b. AFRTS-BC does not normally supply containers for returning excess, obsolete or damaged radio or television library materials. Suitable corrugated cases are available through local supply channels in most areas. On request, AFRTS-BC will provide national stock numbers (NSN's) for recommended cases.

c. Remove all old mailing labels and postal service labels before forwarding shipments. Simply covering old mailing labels is not acceptable because labels occasionally come off. Old postal service labels, which show destination airports and other details, must be removed because they are confusing to postal workers and may result in a shipment being misrouted or lost. Mailing labels not securely fastened to shipping containers may also result in lost shipments.

d. Label all shipping cases to plainly show unit number, circuit number, and box number. Most containers are pre-labeled with this information before shipment from AFRTS-BC, but occasionally this information will be obliterated or a label will come off. Labeling of unit number, circuit number, and box number is particularly important when using nonstandard boxes and when returning material to AFRTS-BC.

e. **Unit integrity will be maintained at all times.** All boxes of a unit will be shipped at the same time.

f. Attach mailing labels securely and cover them completely with transparent tape. By covering the label completely and overlapping at least one inch on all sides, the label is both securely fastened and protected from abrasion and moisture. AFRTS-BC recommends six-inch-wide tape for this purpose, which is available through local supply channels under NSN 7510-00-073-6096.

g. All AFRTS TV outlets will seal all shipping cases with the appropriate security seal to provide an added measure of security for television materials in transit. Use the wire-and-lead security seals, NSN 5340-00-292-0886, available through

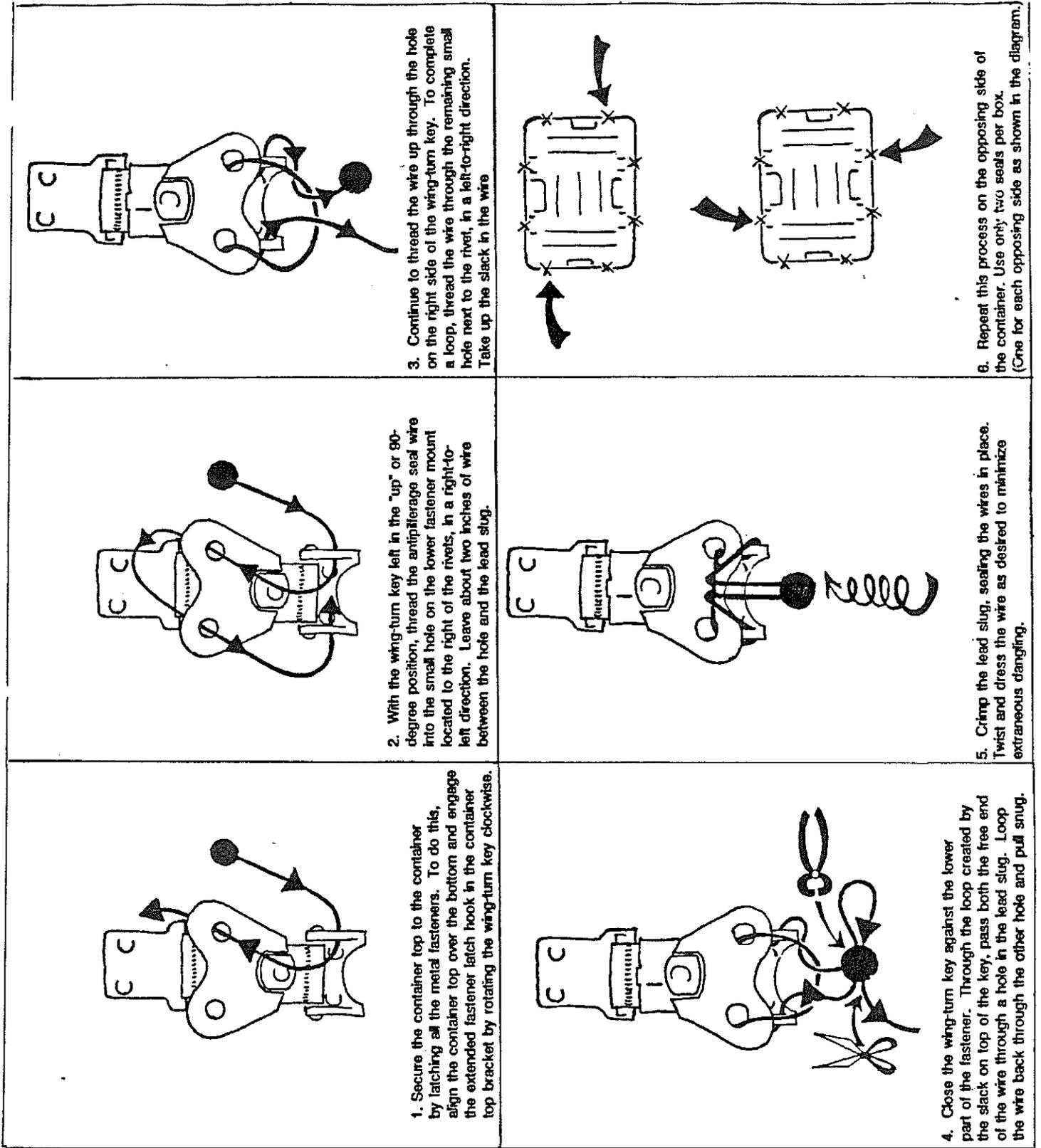
military supply channels, for the newer plastic cases. Use of the seals is mandatory. A minimum of one seal will be affixed to older containers, and two seals for the newer containers. Figure 6.2 illustrates the proper method of attachment for seals. Personnel receiving and inventorying television materials will visually check the shipment and verify that each container carries an unbroken shipping seal. AFRTS television material shipping containers received without seals, broken seals, or bearing an unauthorized device must be reported to the outlet manager or Mini-TV circuit manager who will, in turn, report such findings to AFRTS-BC/DOP in the weekly IMC: TV Program Status Report. Outlets must also coordinate with local postal authorities for established investigative procedures regarding unauthorized entry to U.S. Mail when such discrepancies are noted.

6-104 METHOD OF SHIPMENT

1. AFRTS-BC normally uses Priority U.S. Mail for all shipments. This results in priority service by air within CONUS areas and overseas in military postal channels.
2. Weekly onward shipment of materials to the next outlet will be by the most expeditious means available. The responsibility for determining the appropriate method of shipment and for funding the shipment rests with the outlet shipping the material. consult local postal and transportation officials for advice. Direct contact with receiving outlets is encouraged to assure the prompt and proper delivery of programming materials.
3. Circuited Television units and Radio Tape (RT) units must be returned to duplicating contractors every week by the last outlet on each circuit by the most expeditious means available in order to permit timely recycling of the programming materials. Unless AFRTS-BC provides other instructions, all other materials (TPA, TL, TTL) may be forwarded by the most economical means available. (See section 6-102 for addresses).

6-105 CONTROL OF SHIPMENT (GENERAL)

1. Reporting for radio shipments will be on a "by exception^w" basis. Programming is shipped from AFRTS-BC on a regular schedule. Unless information to the contrary is received, it will be assumed to have arrived in good order. Procedures for reporting overdue radio shipments or shipments that contain defective/damaged materials are contained in section 3-101.



(Figure 6-2)

2. Reporting for all television shipments will be included in the weekly Internal Management Control: TV Program Status message. If more than five days have elapsed since the expected arrival date of a shipment, land-based outlets will notify AFRTS-BC-DOP. Ships and Mini-TV outlets will notify the appropriate circuit manager. If the missing shipment is subsequently received, all concerned must be notified.

3. AFRTS-BC monitors the return of all program units, and will query outlets and circuit managers if units are overdue. .

4. Receipt of TL and TTL units will be acknowledged in the appropriate block of the weekly status report, along with any noted discrepancies. Notice of return shipment of these materials will be included in the report as well. Advance copies of the packing lists must also be provided in accordance with section 4-106.

5. Positive control of TW and TWB shipments is required to ensure uninterrupted weekly service to all outlets on each circuit. Control is exercised through circuit managers and is based on a system of weekly message reports. Details of these procedures are contained in sections 6-105 and 6-106.

6. Program materials may not be mixed or withdrawn from units without specific authorization from AFRTS-BC. Programs not belonging to or missing from a unit will immediately be reported to the preceding outlet, with info copies to AFRTS-BC and the appropriate circuit manager. Such reports will include what actions have been initiated to recover the missing material. All necessary actions will be taken to restore the programs to the proper units or determine cause of the loss. Replacements for missing programs will not be requested until all attempts to locate the programs have been exhausted; e.g., query preceding outlet, check with postal or transportation personnel, etc. A decision by AFRTS-BC on replacement action will be made as soon as possible after receipt of replacement request. AFRTS-BC will be kept informed during the investigative process on a weekly basis in the REMARKS section of the IMC: TV Program Status Report until the case is closed. A final report will include those corrective actions taken by the outlet or circuit manager to prevent recurrence. (See section 4-104).

7. Tracer action on CONUS Post Offices will not be accepted until 60 days have elapsed from the time of shipment. When requesting AFRTS-BC to initiate CONUS tracer action, lead stations/outlets must provide all available information, including unit numbers, circuit numbers, shipment dates, and any other information that may be useful to help locate the missing shipment.

8. Shipping containers are accountable, but expendable items. Outlets identifying shipping containers as damaged but repairable may attempt local repair where facilities exist and where such repair will not delay shipment of the unit to the next outlet on the circuit. If a shipping container is damaged beyond local repair, outlets may request a new container from AFRTS-BC-DOP by message, identifying the unit and box number, nature of damage, circuit number and position.

9. Television program materials and shipping containers that are lost, damaged or destroyed due to causes other than fair wear and tear require a Report of Survey as prescribed by the services. Upon approval of the findings, copies of the Report of Survey will be forwarded to AFRTS-BC.

6-106 CONTROL OF TW CIRCUITS TO LAND-BASED STATIONS:

1. AFRTS-BC acts as circuit manager to land-based stations on TW circuits. Changes to these circuits will be made only by AFRTS-BC, which will provide instructions for forwarding these units directly to the stations involved.

2. Reporting Requirements:

a. Information to facilitate managing these circuits is provided by AFRTS outlets through weekly status reports. All land outlets receiving TW units will submit a message report in the following format as of the close of the broadcast day each Sunday. Station reports should arrive at AFRTS-BC no later than Thursday following each viewing week. Parenthetics for each report item in the following sample give additional information about the item, or show how to display the information.

b. SAMPLE REPORT

FROM _____

TO AFRTS-BC LOS ANGELES CA//DOP//

INFO (preceding station on circuit)

(succeeding station on circuit)

(network/squadron headquarters)

(broadcasting service)

SUBJ: INTERNAL MANAGEMENT CONTROL (IMC): TV PROGRAM STATUS REPORT

A. DOD 5120.20-R, APPENDIX F, SECTION 6-106, JAN 1991.

1. WEEK ENDING: 16 JUN 91 (Sunday's date)

2. CIRCUIT/OUTLET 03/02 (expressed in numeric form)

3. DTG OF PREVIOUS REPORT: 100700Z JUN 91

4. UNITS RECEIVED: (since last report)

A. TW: (unit #, date received)

(by unit # when unit is complete,

e.g., 25-1/6 JUN 91

by unit:box # when unit is not complete,

e.g., 25-1: 1, 2, 4 /11 JUN 91)

B. TPA: (unit #, date received)

e.g., 27-1/10 JUN 91

C. TL/TTL/TM: (unit #, date received)

(by unit # when unit is complete,

by unit:box # when unit is not complete)

e.g., TL 1-4: 1,2,3/11 JUN 91, TTL 1-12/9 JUN 91

D. REPLACEMENTS: (unit #, Item #, program name,
production #, date received)

e.g., TW 23-1, ITEM 36.01, MAN WITH THE GOLDEN GUN, REEL 1
OF 1, PROD: EON, 12 JUN 91

5. UNITS SHIPPED:

A. TW: (unit #, date shipped)

e.g., 21-1/10 JUN 91

B. TPA: (unit #, date shipped)

e.g., 22-1/11 JUN 91

C. TL/TTL: (unit #, date shipped)

e.g., TL 8-19/13 JUN 91, TTL 1-17/13 JUN 91

6. UNITS ON HAND:

A. TW: (by unit # when unit is complete,
by unit:box # when unit is not complete)

e.g., 22-1, 23-1, 24-1: 1, 2.

B. TPA: e.g., 21-1, 22-1.

7. UNITS AIRED:

A. TW: 22-1 (only the unit broadcast the majority of the
program week)

B: TPA: 20-1

8. REMARKS: (For guidance on appropriate entries, see
subsection 6-106.8.)

9. REPLACEMENT REQUESTS: (For procedures, see section 4-104 and
subsection 6-106.3.)

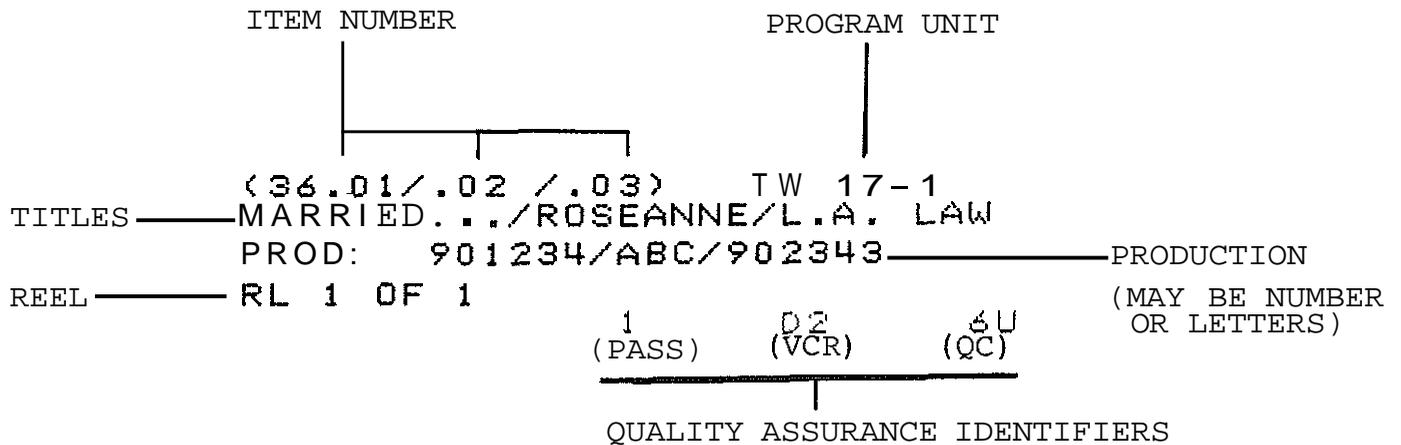
NNNN

3. Whenever a defective videocassette is cited in the report, include the unit type and number, packing list item number, program title, production number, Pass, VCR, QC numbers, and reel number.

4. Each replacement request and discrepancy will be reported as a single entry rather than a series in a single paragraph. This example illustrates the proper format:

9. REPLACEMENT REQUESTS: TW 26-1, ITEM 12.01, QUANTUM LEAP, PROD: #3026, PASS 1, VCR 9, QC 7, REEL 1/1, TAPE GOES TO BLACK FROM 14:15 TO 17:30. (UNAIRABLE). REQUEST REPLACEMENT FOR CIR/OUTLET 4/04.

5. The contractor's duplication sticker (Figure 6-3) contains the information needed to complete the replacement request. Note that the contractor duplication sticker (not to be confused with the production label which is on the top of the videocassette) is located on the spine of each videocassette.



(Figure 6-3)

(Note that the duplication stickers are read the same way on all cassettes, regardless of the type of unit.)

6. Outlets requesting replacements should follow this reporting format exactly. Failure to provide the information as listed in paragraph 3 can cause delays.

7. Outlets are permitted to use other means (i.e. phone, Telex, etc) to notify AFRTS-BC of replacement requests as dictated by the immediacy of the need. However, the same information as required in paragraph 9 of the TV Program Status report must be provided.

8. The following items are appropriate for inclusion in the Remarks section of the above status report:

a. Reports of **technical/recording** discrepancies not serious enough to warrant replacement:

8. REMARKS: TW 27-1, ITEM 5.01, MARRIED WITH CHILDREN, PROD: 900112, PASS 1 VCR 14, QC 6, REEL 1/1, LOW AUDIO. (AIRABLE) .

b. Reports of mechanical defects with the cassette **tape/housing, e.g.,** creases, edge damage, broken window, broken door. (Report only those defects that do not warrant replacement of the videocassette, otherwise use paragraph 9 of the TV Program Status Report - REPLACEMENT REQUESTS.)

c. Reports of equipment failure resulting in partial or total inability to use TV programing for significant periods of time. (See section 1-112).

d. Reports that equipment repairs have been completed. (See section 1-112).

e. Reports of hard-sell commercial advertisements, network voice-over announcements, or "**place commercial here**" slugs inadvertently left in a program. (See paragraph 4-102.1.c.)

f. Notification to preceding outlet of missing programs or boxes. (See subsection 6-105)

g. Reports of damage to shipping containers and missing or broken antipilferage seals. (Such reports should also include what investigative or corrective actions have been initiated by the outlet.)

h. Weekly updates of investigations concerning programming reported as missing, lost, or utilized in an unauthorized manner.

i. Any other **comments** that pertain to TV programming material, the **outlets'** ability to utilize the programming, or similar comments. Station managers should personally review all remarks to assure compliance with these guidelines.

9. When reporting discrepancies in AFRTS-BC videocassette programs, use the descriptive language provided in the glossary in enclosure 1. Vague terms such as "**glitch**," "**defective**," "**broken**," "**bad spot**," or "**problem**" are too generalized to be of any value to AFRTS-BC in attempts to correct the cause of the discrepancy.

10 . Report only the discrepancies and other observations noted by operators at your outlet that have not been previously noted by others. Repeating or concurring with the observations of preceding outlets or AFRTS-BC advisories does not help to clarify a problem.

11. These reports have been exempted from **DoD** reports control procedures. During MINIMIZE, forward the reports by the fastest available means.

6-107 CONTROL OF FLEET AND MINI-TV CIRCUITS

1. Certain Commands have been designated by the services to act as circuit managers for **TWB/TWC** circuits that include ships and Mini-TV sites. Changes in these circuits will be made only by the appropriate circuit managers, who will provide instructions for forwarding the units directly to the outlets involved. AFRTS-BC must be promptly notified by these circuit managers whenever a circuit is realigned. This notification will be sent to the Fleet Liaison Office (AFRTS-BC-FLO) for ship circuits, and to the Directorate of Programming (AFRTS-BC-DOP) for Mini-TV circuits.

2. Circuit managers will establish a reporting system to monitor the weekly flow of units within their circuits and to enable early detection and solution of problems. The system must be designed so that the circuit manager knows the location and status of all units at all times.

3. Circuit managers will take positive action to ensure an uninterrupted weekly flow of units from outlet to outlet and from the last outlet on each circuit to AFRTS-BC. Significant circuiting problems should be reported promptly to AFRTS-BC-FLO or AFRTS-BC-DOP.

4. Outlets will provide reports to the appropriate circuit manager as directed.

5. Circuit managers will provide the following weekly message report to **AFRTS-BC-FLO** or **AFRTS-BC-DOP**, as appropriate:

FM (Circuit manager)

TO CDR AFRTS BC LOS ANGELES CA//FLO// (or)

CDR AFRTS BC LOS ANGELES CA//DOP//

INFO (Appropriate Broadcast Service)

SUBJ: INTERNAL MANAGEMENT CONTROL (IMC): CIRCUIT MANAGEMENT

A. DOD 5120.20-R, APPENDIX F, JAN 1991.

1. TWB/TWC MATERIALS RECEIVED SINCE LAST REPORT:

(Report only for first outlet on each circuit--list information in this format--Circuit/Outlet/Unit Number/Date received)

2. TWB/TWC MATERIALS SHIPPED SINCE LAST REPORT:

(Report only for last outlet on each circuit--list information in this format--Circuit/Outlet/Unit Number/Date received)

3. TPA MATERIALS NOT RECEIVED:

(Report only TPA units not received by individual outlets--list information in this format -- Circuit/Outlet/Unit number)

4. REMARKS: (The same types of remarks cited in subsection 6-106.8. will be included here.) Circuit managers are expected to resolve difficulties to the maximum extent possible. This section of the report should be used when local corrections are impossible or have been unsuccessful, or whenever the attention of AFRTS-BC is warranted. Explanation for non-reporting will be provided in this section.

5. REPLACEMENT REQUESTS: Listed in this format--Circuit/Outlet / Unit Number / Packing List Line Item Number / Title / Production Number / Reel number/Duplication Sticker numbers (to include Pass, VCR, QC numbers)/ Reason for Request / Where to send replacement. (See section 4-104 and subsection 6-106.3).

6. Replacement requests from Mini-TV circuits and Ships Afloat will be coordinated through the appropriate Circuit Managers.

7. Once the replacement programming has been duplicated and shipped, AFRTS-BC will notify the Circuit Manager of the shipping date. The Circuit Manager will ensure receipt of the replacement programming has been made by the requesting outlet. AFRTS-BC-DOP or AFRTS-BC-FLO', as appropriate, will be notified of the receipt in the next weekly Circuit Manager's report.

8. Defective videocassettes, bearing a Videotape Discrepancy Form (AFRTS Form 351), are to be returned to AFRTS-BC/DOP ATTN: COR, using the preaddressed labels included with the replacement videocassette.

9. These reports have been exempted from DoD reports control procedures. During MINIMIZE, forward the reports by the fastest available means.

6-108 ADDRESS INDICATOR GROUP (AIG) 4609

1. AIG 4609 has been established to permit AFRTS-BC to provide timely information by message to the major land-based AFRTS outlets. The primary, routine use for AIG 4609 is to transmit advance information on SATNET scheduling or Television Library (TL) materials. A secondary, non-routine use for AIG 4609 may be to transmit interim policy guidance. AIG 4609 includes major land-based television outlets that receive SATNET and TL programming, circuit managers, service headquarters, and other intermediate levels of command.

6-109 COMMUNICATION METHODS USED TO CONTACT AFRTS-BC

1. The correct "letter mail" mailing address for AFRTS-BC is:

Commander .
Armed Forces Radio And Television Service
Broadcast Center/(Office Symbol - See subsection
10888 La Tuna Canyon Road 6-109.4.)
Sun Valley, CA 91352-2098

2. Mailing address for return of all weekly television units:

(See paragraph 6-102.6.b.)

3. Mailing address for return of other program materials:

(see section 6-102)

4. The correct plain language message **address** (PLA) for AFRTS-BC **is**:

CDR AFRTS BC LOS ANGELES CA

a. Office symbols should be added to the PLA to further route the message within AFRTS-BC.

COMMANDER	CC
INDUSTRY LIAISON	CCI
CHAPLAIN	CCC
DEPUTY COMMANDER, OPERATIONS	DO
DIRECTOR OF PROGRAMMING	DOP
INTERNAL INFORMATION MANAGER	DOPI
NEWS AND SPORTS DIVISION	DOPN
RADIO DIVISION	DOPR
RADIO PROGRAMMING BRANCH	DOPRG
RADIO PRODUCTION BRANCH	DOPRP
TELEVISION DIVISION	DOPT
TV PROGRAM MATERIALS BRANCH	DOPTM
TV PROGRAMMING BRANCH	DOPTP
TV POST-PRODUCTION BRANCH	DOPTE
TV TRAFFIC BRANCH	DOPTT
DIRECTOR OF ENGINEERING	DOE
BROADCAST OPS DIVISION	DOEO
RADIO OPS BRANCH	DOEOR
TELEVISION OPS BRANCH	DOEOT
MAINTENANCE DIVISION	DOEM
DEPUTY COMMANDER, RESOURCES	RM
DIRECTOR OF CONTRACTING	RMK
ADP DIVISION	RMD
PERSONNEL & ADMIN DIVISION	RMA
NAVY DETACHMENT	FLO

b. The correct routing indicator for unclassified (UNCLAS) messages is JUWJBBA. Whenever possible, messages should not contain classified material. Classified messages must be sent to CDR AFRTS BC LOS ANGELES CA using routing indicator RUVMBFA. You should note that delivery of classified messages may cause delays of five (5) or more working days.

5. TELEX (or TWX):

a. AFRTS-BC may also be reached via the following Telex or TWX addresses:

TELEX/TWX NBR (ANSWERBACK)

COMMERCIAL INTERFACE

6831327AFRTS UW

Western Union Intl/DDD

6831636SATNT UW

Western Union Intl F1/F2

(Note: 6831636 is located in TV Master Control and should be used solely for message relating to **SATNET** TV operations. **DO NOT** use 6831327 for **SATNET** TV operations messages.)

b. All Telex messages must contain a date-time group' and TO-FROM line following normal **AUTODIN** message format.

6. DEFENSE DATA NETWORK (DDN) (also known as Electronic or "E" Mail)

a. The site address for AFRTS-BC is **SUNVALLEY-ONET.ARMY.MIL**

b. Before transmitting mail, you should confirm that the addressee maintains a mailbox at the Broadcast Center otherwise mail may be rejected.

c. A typical example of a complete address:
ANDERSON@SUNVALLEY-ONET.ARMY.MIL

d. Electronic mail is a convenient method of transmitting information, but outlets should institute formalized procedures for its use. As with the Telex, E-Mail messages must contain a date-time group and TO-FROM lines.

e. It's recommended that outlets continue to use other established **communication** means (AUTODIN, Telex) when transmitting messages that require suspense or reference action.

f. Outlets with DDN should provide AFRTS-BC with a listing of their mailbox addresses.

7. FACSIMILE (Telecopy or FAX)

AFRTS-BC: (via commercial telephone) (818) 504-1234 or (via DSN) 348-1234.

Telecopied or "Fax'd) documents should always be transmitted with a cover sheet. The cover sheet should clearly state:

a. Organization/address/with name, telephone and fax number of sender.

b. Organization/address/name, telephone and fax number of receiver.

c. Number of pages being transmitted (including cover sheet).

d. Special instruction to receiver (if any).

8. AFRTS-BC TELEPHONE NUMBERS:

a. COMMERCIAL: AREA CODE (818) 504-1200 (If you don't know the correct extension number desired.)

or direct dial (818) 504-1...(3 digit extension)

Commonly-used AFRTS-BC extensions:

328...TV Operations Branch Manager (Duty Hours only)

339...TV Master **Control**/TV Operations (24 hours)

375...TV Program Manager (Duty Hours Only)

290...SATNET TV Program Manager (Duty Hours Only)

275...SATNET TV Traffic (Duty Hours only)

240...Radio News/Sports Branch (24 Hours)

243...Radio Master Control (24 Hours)

254...Chief, Television Division

262...Chief, Radio Division

327...Director of Engineering

301...Director of Programming

300...Director of Industry Liaison

305...Navy Detachment

234...FAX

b. DEFENSE SWITCHED NETWORK (DSN) (formerly called AUTOVON)

AFRTS-BC: 348-1200 (If you don't know correct extension of office desired.)

348-1...(3-digit extension)

727-1510 (located only in SATNET TV Master Control. This number should ONLY be used for SATNET-related business as calls to this number cannot be transferred to other phones at AFRTS-BC.)

9. AFRTS-BC must maintain the correct mailing, message, and telex addresses and primary phone numbers for all outlets. Ordinarily, this information is provided as part of the process of applying for authorization to receive AFRTS materials. AFRTS-BC must be notified promptly (in advance if possible) when an outlet's mailing, message or telex address or phone number(s) changes. Ships and Mini-TV outlets will notify the appropriate

circuit manager who, in turn, will relay the changes to **AFRTS-BC** regularly to ensure that the correct addresses are used.

10. **SATNET** users will provide **AFRTS-BC** with a complete listing of their **DSN** and commercial telephone numbers that are received or answered in their **SATNET** operations area. Outlets with telex will provide their **TELEX NUMBERS** and **ANSWERBACKS**, along with the location of their telex machine. **SATNET** users are encouraged to obtain telex service, and have this service available to the **SATNET** facility 24 hours daily.

Enclosure 1

GLOSSARY OF TERMS

AUDIO

NO AUDIO --	Absence of sound.
LOW AUDIO --	Volume cannot be adjusted to produce normal level.
HIGH AUDIO --	Volume cannot be adjusted low enough to produce normal level.
AUDIO DROP OUT --	Sound cuts out momentarily and then returns.
LOSS OF AUDIO --	Sound ends and does not return
AUDIO LEVEL CHANGE --	Average level changes unrelated to scene changes or program content.
AUDIO HUM --	Background buzz or hum, usually constant in level and tone.
AUDIO WOW --	A recurring change in frequency, tone, or pitch caused by changing tape speed.
AUDIO DISTORTION --	Excessive sibilants ("s" and "z" sounds), spattering or muffling of sound.

VIDEO

NO SIGNAL --	Screen may be blank or may have snow, no sync signal.
NO VIDEO --	Screen is blank, but sync signal is good.
LOW VIDEO --	Brightness and contrast cannot be adjusted high enough to produce a good picture.
HIGH VIDEO --	Brightness and contrast cannot be adjusted low enough to produce a good picture.

VIDEO DROPOUTS -- Momentary horizontal black lines in picture where picture information is missing.

TEMPORARY LOSS OF VIDEO -- Video level temporarily drops to black, then returns, sync signal is good.

VIDEO NOISE -- snow or grain in picture.

VIDEO BREAK-UP -- Picture tearing or jumping and will not synchronize or lock up.

CHROMA PHASE ERROR -- Correct color balance cannot be set by adjustment of the phase control on the TBC. When AFRTS receives incorrectly color-balanced programs, corrections are made for proper flesh tones. Thus, other colors may not be true.

LOW/EXCESSIVE CHROMA -- Absence of color (picture appears almost black and white) or color is excessive and "bleeding" over into other areas of the picture. Correction is beyond adjustment of chroma gain on the TBC.

PHYSICAL DAMAGE

CASSETTE -- Broken or bent door, latch or cases; missing or loose screws, rollers or reels binding. Visually inspect each cassette and listen for unusual sound when shaken.

TAPE -- Torn, broken, scratched, creased, wrinkled, folded, or otherwise damaged by improper machine tape handling. Persistent cases of tape damage may indicate that a tape player requires a major overhaul.

TRACKING ERROR -- Horizontal tearing of picture similar to video break-up that varies with adjustment of VCR tracking control. If tracking error cannot be fully corrected, either tape or VCR is out of standard "interchange."

Enclosure 2

PROPER CARE OF VIDEOCASSETTES

While some of the defects in videocassettes returned to AFRTS-BC can be attributed to normal wear or an occasional manufacturing flaw, often the cause lies with improper handling by **outlet** personnel or improperly maintained playback machines.

Videocassette loss due to physical damage can be very costly. Videocassettes must be reused as often as practical to stay within budgetary considerations. Tests indicate that properly cared-for cassettes used in correctly operating videocassette **recorder/playback** equipment can be played many times without significant quality loss. An improperly cared-for cassette used in a poorly maintained machine may not function properly on the first use.

The following action must be taken by each outlet to maximize the quality and longevity of the television programming available for an outlet's use.

1. Store videocassettes in the operating environment 24 hours prior to use. This will allow the temperature and moisture content of the tape to stabilize.
2. Store videocassettes in a clean, dust-free area when not in use; **i.e.**, clean shipping container or cabinet.
3. Store videocassettes on ends like books on a shelf. Do not lay them flat. Edge damage to the tape can result from improper storing of videocassettes. Edge damage destroys the control track and causes picture instability.
4. Check cassettes for case damage, broken latches, bent doors, loose screws, missing guides, or unusual noises when shaken. Do not use defective cassettes. Request replacements and attach AFRTS-BC Form 351, Videocassette Discrepancy Report to defective cassettes explaining the nature of the damage (See subsection 4-104.2 for additional information).
5. Fast forward each cassette to the end and rewind prior to playback. This is known as "packing" the tape. Failure to fast forward and rewind may result in an uneven tape pack on the reels, which may cause variation in tape tension. Varying tape tension may cause skewing of the picture, damage to the control track on the edge of the tape, resulting in complete picture break-up, or jumping of the tape in the machine during the first loading operation. "Packing" each cassette prior to use improves picture quality and reduces damage to videocassettes. After the last play of a cassette, leave it tails out. Do not rewind. Allow the tape to go all the way to the end, not just to the end of the program. If the cassette is not received tails out, the

receiving outlet must fast forward it to tails out before rewinding prior to the first showing.

6. When viewing only one show of a multi-show tape, always run the cassette to the end and completely rewind it prior to storing the videocassette. This will prevent the stepping of the tape or a scattered wind which can cause damage.

7. Videocassette machine tensions must be checked periodically by an authorized maintenance facility. Coordinate with your maintenance section or authorized maintenance facility to have the tape transport mechanism checked for proper guide, capstan and pinch roller alignment, and correct tape tension every 300 hours of operation for standard use, and every 200 hours for machines used for electronic editing. Tape tension causes tape stretch and edge damage.

8. The most common problem areas that comprise a majority of cassette trouble are:

a. Capstan creases

- (1) Excessive skewing of tape
- (2) Pinch roller may need replacement
- (3) Check machine tension levels
- (4) Ensure machine has proper video head tracking

b. Edge damage

- (1) Unusually high machine tension levels
- (2) Check tension for all modes: play, fast forward, and rewind
- (3) Fault may lie with reel tables (too many hours of operation)
- (4) Damage may be caused by improper threading operation

c. Poor Interchange or Tracking

- (1) Tracking alignment error
- (2) Use Alignment tape for correction